

# MIAMI DADE COLLEGE

## INSTRUCTIONS FOR STUDENT SEEKING A CLAST WAIVER

### I. STATE AUTHORIZATION TO APPROVE CLAST WAIVER REQUESTS

State Board of Education Rule 6A-10.0311 specifies how postsecondary education institutions may grant waivers from the minimum score requirements for the College Level Academic Skills Test (CLAST). The Rule authorizes the College to establish procedures to consider requests for exemption from the testing requirements for two groups: students with a recognized disability and students who have four or more unsuccessful CLAST attempts.

This document describes the procedures established by the College for students who meet the minimum requirements specified by State Rule for seeking a CLAST waiver *after four or more unsuccessful CLAST attempts*. A "CLAST Waiver Review Form" has been developed by the CLAST Waiver Committee to assist you in assembling the appropriate documentation to support your request. (Students with a recognized disability who believe they may qualify for a CLAST waiver should contact the campus Director of the ACCESS Department for information about the separate procedures to be followed by this group of students.)

### II. MINIMUM ELIGIBILITY REQUIREMENTS

- A. You must have successfully completed all required coursework, submit a formal application for graduation, and be otherwise eligible to graduate with an Associate in Arts degree from Miami Dade College (MDC). A waiver will not be considered if you have degree audit course substitutions in the skill area of the waiver request or degree audit substitutions for completion of the general education core courses that satisfy the writing requirements (Gordon Rule) of State Rule 6A-10.030.
- B. You must have attempted and failed a particular section of the CLAST four or more times before being eligible to request a waiver for that subtest.
- C. You must be able to demonstrate sufficient effort to obtain remediation relating to the failed subtest. You will be expected to describe the specific remediation efforts that were made following each attempt of the failed subtest.

### III. STUDENT PROCEDURES FOR SEEKING A WAIVER

- A. If you wish to submit a request for a CLAST waiver, you should contact the office of the campus Academic Dean for an appointment. The Dean or a representative from the Dean's office will review your course enrollments in the area of the failed subtest, CLAST scores, and subsequent remediation efforts following each attempt of the failed subtest. This review by the Dean's office will also involve faculty from the discipline area, Student Services staff, and/or the campus representatives on the CLAST Waiver Committee.

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- B. If the review indicates that you do not meet the minimum eligibility requirements described above, the Campus Academic Dean may recommend that you complete additional coursework and/or remediation efforts as well as repeat the failed CLAST subtest.
- C. If the review indicates that you appear to meet the minimum eligibility requirements described above, the Academic Dean's representative will work with you to assemble the following items as a portfolio to be submitted to the CLAST Waiver Committee:
1. A signed letter from you requesting a waiver for the failed subtest. The letter should include a detailed description of the efforts you have made to obtain remediation related to the failed subtest, and statements indicating whether you have attempted CLAST at another college or university, the reason(s) why you believe a waiver should be granted, and any other information that might help the CLAST Waiver Committee members make a decision on your request.
  2. The CLAST Waiver Review Form, with Section I completed and signed by you. If you indicate enrollment at another college or university, the Dean's Office will want to know if you have been formally admitted as a degree-seeking student to an upper division program.
  3. A printout of the College's computer Odyssey screen ("Display Student CLAST Alternatives" SR TS CE), which provides a summary of your CLAST attempts at MDC.
  4. An unofficial copy of your MDC transcript and a transcript for any credits earned at any other college or university.
  5. A copy of your degree audit report.
  6. Documentation from the campus concerning the specific remediation you sought subsequent to each attempt of the failed subtest. Such remediation might include, but is not limited to, attendance at workshops, seeking tutorial assistance, enrolling in special courses, and/or receiving laboratory support services.
  7. OPTIONAL: A letter of reference from a recent faculty member who can comment on your relative strength and/or weakness in the CLAST skill area for which you are seeking a waiver.
  8. When the CLAST Waiver Review Form is completed, Section II of the form is to be completed by the Authorized Department Representative as part of the portfolio development and Section III is to be completed by the Campus Academic Dean.

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- D. Following completion of Section III of the CLAST Waiver Review Form by the Campus Academic Dean, the portfolio of information described in III (C) above will be forwarded to the CLAST Institutional Test Administrator (ITA) for consideration by the CLAST Waiver Committee.

#### IV. ACTIONS BY THE CLAST WAIVER COMMITTEE

- A. The ITA will distribute copies of your portfolio to each member of the CLAST Waiver Committee.
- B. You will be contacted by a representative of the CLAST Waiver Committee for an interview concerning the CLAST Waiver Request. During the interview, you may be asked questions concerning your various CLAST attempts, the coursework you completed related to the failed subtest, and/or the remediation efforts you made to improve your performance on CLAST.
- C. If the CLAST Waiver Committee supports your request by majority vote, the Committee's recommendation will be forwarded by the College Provost for Education to the College President for approval or disapproval.
- D. Following action by the College President, you will receive written notification of the final decision from the College Provost for Education.

#### V. FOLLOW-UP REQUIRED AFTER APPROVAL OF THE CLAST WAIVER

- A. The ITA will update the College's computer records to reflect a CLAST Waiver (999 on your transcript) if your request was approved by the College President and your graduation requirements have been met.
- B. If your graduation from MDC is to occur before the regular period at the end of the next academic term, campus procedures for processing a "late" application for graduation must be initiated. The Campus Academic Dean's Office will give you instructions for any actions you need to take.
- C. The ITA will notify the Florida Department of Education that the CLAST Waiver has been granted so that CLAST Office records concerning your CLAST performance will be updated.

**MIAMI DADE COLLEGE  
CLAST Waiver Review Form**

**SECTION I (to be completed by student):**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student I.D.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

MDC Campus where you applied for graduation: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Other college(s) attended (indicate dates): \_\_\_\_\_

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

Have you applied for a CLAST waiver at another college or university?    No \_\_\_\_\_    Yes \_\_\_\_\_

Name of College or University: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

See "Instructions for Students Seeking a CLAST Waiver" for more information. Attach the following items to this form and return it to the office of the Campus Academic Dean:

\_\_\_\_\_ An unofficial copy of your MDC transcript and a transcript for credits earned at other colleges or universities as indicated above.

\_\_\_\_\_ A copy of the listing of CLAST attempts (Odyssey "Display Student CLAST Alternatives" screen SR TS CE).

\_\_\_\_\_ A copy of your Degree Audit report.

\_\_\_\_\_ A signed letter from you as described in "Instructions for Students Seeking a CLAST Waiver."

\_\_\_\_\_ Any verification you can provide of efforts you made to improve your skills in the area of the failed CLAST subtest(s).

**\*\*\* Academic Dean: Please ensure that the above items are included with this request. \*\*\***

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CLAST Waiver Review Form**

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**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**SECTION II** (to be completed by the Department Representative for CLAST Overrides):  
(see [http://www.mdc.edu/testing\\_information/CPT\\_CLAST/clastover.pdf](http://www.mdc.edu/testing_information/CPT_CLAST/clastover.pdf))

**Exception Note:**

*Kendall Campus is completed by the [Department Chairs and Authorized Designees for Reading, English, and Mathematics](#).*

**Describe the remediation efforts made by the student to learn the CLAST skills for which a waiver is requested. Attach additional pages as needed and return this request to the campus Academic Dean's Office.**

\_\_\_\_\_  
**Dept. Representative for CLAST Overrides**

\_\_\_\_\_  
**Date**

**SECTION III** (to be completed by the MDC Campus Academic Dean):

**Provide a statement explaining why you support  do not support  this waiver request. Forward to the CLAST Institutional Test Administrator (ITA).**

\_\_\_\_\_  
**Campus Academic Dean**

\_\_\_\_\_  
**Date**