

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 8055

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PROCEDURE TITLE: Eligibility of College Students to take the College-Level Academic Skills Test (CLAST)

STATUTORY REFERENCE: FLORIDA STATUTES 1001.03, 1004.02, 1008.30 AND 1009.28

BASED ON POLICY: VIII-80 Graduation Requirements

EFFECTIVE DATE: January 14, 1985

LAST REVISION DATE: November 8, 2005

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I. PURPOSE

To define a uniform college policy for interpreting and implementing state eligibility rules or taking the CLAST.

II. PROCEDURE

- A. Statewide policies on student eligibility to take the CLAST are in the CLAST Test Administration Plan: Annual document prepared by the Florida Department of Education (Test Administration Plan for the CLAST for the current academic year).

Eligibility to Take CLAST


Only those undergraduate students who are seeking either an A.A. or baccalaureate degree and who have completed 18 credit hours are eligible to participate in the CLAST administrations covered by this Plan. In all cases, registration of students for CLAST must be made at the institution that needs the scores.

Students may not retake any subtest for which they already have a passing score. An examinee may retake an examination no sooner than the thirty first (31st) day after the previous administration date, regardless of whether the previous administration was of the same subtest, regardless of whether the previous administration was a regular administration, a special administration, or a computer-adaptive (CAT) administration. If an examinee does take a test before the thirty-first (31st) day, the score will be invalidated, and no score report will be mailed.

- B. The following students are eligible to take CLAST during a given term:
1. Students who have at least 18 college-level credits excluding any ESL and college preparatory courses, and who have completed ENC 1101 with a “C” or better prior to registering for the communications subtests and one "Gordon Rule" mathematics course with a "C" or better prior to registering for the mathematics subtest. Students who are exempt from college preparatory courses based on entry-level placement testing are exempt from ENC 1101 and college-level math prerequisite.
 2. Applicants to the MDC School of Education who are taking CLAST for admission purposes.
- C. The following individuals are NOT eligible to take CLAST:
1. Any MDC student not covered by criteria 1 or 2 in paragraph B above.
 2. Any MDC student otherwise eligible to take CLAST (paper-and-pencil administration) but who fails to register for the examination by the statewide deadline.
 3. Any MDC student who has failed a subtest two or more times* and has not successfully completed the CLAST prescription requirements for that subtest. See CLAST Preparation Guidelines: http://www.mdc.edu/testing_information/CPT_CLAST/01-945.pdf
- *Students whose scores fall within 5 points of passing for the Mathematics, Reading, and English Language Skills subtests and/or one (1) point of passing for the Essay subtest will be permitted a third attempt of the subtest prior to being required to follow this preparation plan.
4. Any individual who has taken the same CLAST subtest within thirty days of the date for re-testing.
- D. Students having prior degrees:
1. The need to satisfy the college-level skills requirements is prescribed by State Board of Education Rules 6A-10.0312 and 6A-10-0314, FAC. Students in Florida’s public postsecondary institutions are required to meet the college-level academic skills requirements before they may be awarded the associate in arts degree or be admitted to upper-division status at a state university. Students who received an A.A. degree prior to September 1, 1982, and who were admitted to upper-level status before August 1, 1984, are required to present CLAST scores but are not required to meet the college level academic skills requirements as a condition of receiving a baccalaureate degree. However, students who were awarded an A.A. degree prior to September 1, 1982, but who were not admitted to an upper-level instructional program prior to August 1, 1984, are not required to meet the college-level academic skills requirements as a condition of admission to upper level status and receipt of a baccalaureate degree.
 2. Students seeking an undergraduate degree from a Florida institution who already have

a baccalaureate degree are exempt from the CLAST requirement. This exemption does not apply to applicants for admission to a State of Florida School of Education baccalaureate program. These programs require the CLAST, PRAXIS-1, or the General Knowledge Test as part of their admission criteria.

- E. Students who have failed one or more subtests must register for a retake on the subtest by the statewide registration deadline date.
- F. The state CLAST office has authorized the administration of a computer version of the CLAST on designated MDC campuses. The CAT-CLAST is not available for the Essay subtest. Students may register for the CAT-CLAST through the Campus Testing Department. There is a non-refundable and non-transferable fee of \$30.00. Information on the CAT-CLAST may be obtained from the Campus Testing Department. The CAT-CLAST is available to MDC students and authorized students from other institutions.
- G. Procedures exist by which students may apply for the waiving of specific subtest(s) requirements. There are procedures for the granting of waivers due to a disability and for the granting of waivers after failing a subtest four or more times. Information concerning these waiver procedures can be obtained from the Campus Academic Deans or Advisement Offices and via the MDC website. Guidelines for disability waivers can be found in College Procedure 4055. Accommodations Provided for Students With Disabilities at <https://www.mdc.edu/procedures/#1>. Guidelines for waivers after four attempts can be found in “Instructions for Students Seeking a CLAST Waiver” at <http://www.mdc.edu/CLAST/96-197.pdf>.

	
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PRESIDENT	DATE