

# ADMINISTRATIVE PROCEDURES

<b>Title: CLAST AND ALTERNATIVE MEASURES FOR AWARDING THE ASSOCIATE IN ARTS DEGREE</b>	<b>Identification:</b> 5.02
	<b>Page:</b> 1 of 4
	<b>Effective Date:</b> 7/10/01
<b>Authority:</b> SBE 6A-10.031 FS 229.053; 229.552; 240.107 HCC Rule 6HX-10-3.007	<b>Signature/Approval:</b>  Gwendolyn W. Stephenson

## PURPOSE

This procedure outlines the process for the implementation of the College Level Communications and Computation Skills Examination (CLAST) and the Alternative Measures for Awarding the Associate in Arts degree as described in the Robert H. McCabe CLAST and Other Skills Act.

## PROCEDURE

### 1. CLAST ELIGIBILITY

#### A. Standards

Students must have completed a minimum of eighteen (18) semester hours, or the equivalent, to be eligible to take the CLAST. Students must meet one of the following state standards and must meet all of the following HCC standards to take the CLAST:

##### (1) State Standards

- a. be seeking an A.A. degree.
- b. be seeking admission to the upper division in a state university in Florida
- c. be enrolled in a state university under the provision that the student take the CLAST in order to remain enrolled beyond one term.

##### (2) HCC Standards

- a. have registered for the CLAST by the state deadline.
- b. have a 2.0 GPA toward their degree.
- c. have completed ENC 1101, ENC 1102, MGF 1106 or 1107 and MAC 1102 or 1105, or any higher level mathematics course.

#### B. Indicators of Academic Proficiency

There are several indicators of student academic proficiency in subject areas including community college scores on the College Level Academic Skills Test (CLAST); scores on nationally standardized examinations; and cumulative grade point averages in postsecondary level course work. These other assessment

## ADMINISTRATIVE PROCEDURES

<b>Identification:</b> 5.02	<b>Page:</b> 2 of 4	<b>Effective Date:</b> 7/10/01
--------------------------------	------------------------	-----------------------------------

measures will take precedence over the use of the CLAST as an assessment measure. Prior to completing Associate in Arts degree requirements, students may demonstrate their academic proficiency by fulfilling one or more of the following requirements:

- (1) Successfully passes the College Level Academic Skills Test (CLAST), pursuant to Section 229.551, F.S;
- (2) Achieves a score that meets or exceeds the minimum score on a nationally standardized examination listed in the articulation agreement, as established by the Articulation Coordinating Committee;
- (3) Earns a cumulative degree grade point average of 2.5 or above on a 4.0 scale in postsecondary level course work identified by the Postsecondary Education Planning Commission.

Any student fulfilling one or more of alternatives (2) and (3) before completing the Associate in Arts degree is exempt from taking the CLAST. Students are not required to take the CLAST before they have the opportunity to use the above alternatives.

Once the College determines that a student has met one or more of the listed indicators of academic proficiency other than CLAST, the student's official transcript will be updated to include a statement identifying which alternative was used to measure mastery of communication and computation competency.

### 2. **OTHER ALTERNATIVES**

#### A. CLAST Exemption

Each Fall semester, the College President will appoint four (4) members to serve on the CLAST Exemption Committee for one academic year. The four (4) Committee members shall include a member of the Mathematics Department, a member of the English Department, the Institutional Test Administrator, and a faculty member from a department other than English or Mathematics. The chief academic officer or designee will chair the CLAST Exemption Committee.

- (1) The CLAST Exemption Committee will consider requests for waivers from the CLAST testing requirements for students with specific learning disabilities and for students other than those with specific learning disabilities.
- (2) As part of the process to determine whether to recommend a waiver from the provisions of CLAST, the Committee will conduct a personal interview with each student requesting a waiver.

## ADMINISTRATIVE PROCEDURES

<b>Identification:</b> 5.02	<b>Page:</b> 3 of 4	<b>Effective Date:</b> 7/10/01
--------------------------------	------------------------	-----------------------------------

- (3) The CLAST Exemption Committee will not grant a waiver unless it is as a component of the awarding of an Associate in Arts degree from Hillsborough Community College.

### B. Test Modifications and Test Waivers For Disabled Students

Procedures for test modifications and test waivers for disabled students are set forth in the *Disabled Students Handbook*.

### C. CLAST Waivers for Non-Disabled Students

- (1) A student who has taken a subtest of the CLAST at least four times and has not passed but has earned a minimum grade point average of 2.0 in all college credit courses in the same subject area may appeal to the CLAST Exemption Committee for a waiver of the subtest. The Committee will review the student's academic records and such other information as may be appropriate.
- (2) The CLAST Exemption Committee will determine 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. If the student has completed instructional programs for English as a second language or English as a foreign language with a minimum grade point of 2.0 in all college credit courses in the subtest area as that for which a waiver is being considered and has met the requirements of Rule 6A-10.030, FAC, for that area, a waiver may be considered.
- (3) The CLAST Exemption Committee will examine the evidence of the student's academic and medical records and may hear testimony relevant to the case. The CLAST Exemption Committee may grant a waiver for one or more sections of the College Level Communication and Computation Skills Examination based on the results of its review or may recommend CLAST test modifications.
- (4) The CLAST Exemption Committee may recommend, by majority vote, that a waiver be given for a specified subtest. Such recommendation will 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 College President, who may approve or disapprove the recommendation.

## ADMINISTRATIVE PROCEDURES

---

<b>Identification:</b> 5.02	<b>Page:</b> 4 of 4	<b>Effective Date:</b> 7/10/01
--------------------------------	------------------------	-----------------------------------

---

D.     Granted Waivers

If the College waives one or more sections of the CLAST, the waiver is transferable to other institutions if granted as a component of the awarding of an Associate in Arts degree.

- (1)    If a waiver is granted, the student's official college transcript will include a statement that the student did not meet the requirements of Section 240.107(3), F.S. for an identified subtest and a waiver was granted.
  
- (2)    The Office of the district Director of Student Services will complete all state required reports on the CLAST for the Office of the College President.

E.     Waivers Denied or Degree Denied

Any student denied a degree prior to January 1, 1996, based on the failure of at least one subtest of the CLAST may use any of the alternatives specified in Section 240.107, F.S., for receipt of a degree. If such student meets all degree program requirements at the time of application for the degree under the exemption provisions, the student is not required to take the CLAST before being given the opportunity to use any of the alternatives specified in this administrative procedure.

---

**History:** Formerly 3.408