

Students readmitted after a one-year suspension must meet regularly with a counselor to discuss their academic and career plans. In addition, students readmitted after a one-year suspension must earn a term GPA of 2.0 or higher during all periods of enrollment until they regain satisfactory academic standing.

### Academic Dismissal

Students readmitted after a one-year suspension who fail to earn a term GPA of 2.0 or higher during all periods of enrollment before they regain satisfactory academic standing will be academically dismissed from the college.

After a period of three years, students who have been academically dismissed may petition the Academic Standards Committee for readmission. They must appear in person before the committee and must present clear and decisive evidence that past poor academic performance has been remedied.

Students readmitted by the Academic Standards Committee are readmitted with the status of final academic probation.

### Academic Grade Appeals

Students must adhere to the standards of academic performance established in the course syllabi provided by their instructors. However, students are protected against prejudicial or capricious evaluation and may dispute an assigned grade by asking the instructor for reconsideration. If grades remain in dispute, students should contact the appropriate campus dean of student services. The dean of student services will direct students to the appropriate appeals procedure.

No grade will be changed without the approval of the instructor and the campus president.

### College Level Academic Skills Test (CLAST)

The CLAST measures the communication and computation skills generally associated with successful collegiate performance. (CLAST campus coordinators can provide a list of skills that are measured by CLAST.) Florida Statutes and the Rules of the Florida State Board of Education require satisfactory completion of the CLAST test or successful completion of the required CLAST exemption alternatives before an AA degree can be awarded. The State Board of Education establishes passing scores on the CLAST.

Students who are completing an associate in arts degree program usually take the CLAST in the semester prior to graduating. Students in associate in science degree programs who are seeking admission to upper division programs in state universities must also take the CLAST. In order to be awarded an associate in arts degree and/or be eligible for admission to the upper division at a state university, students must have passed the CLAST or been granted a special waiver or exemption.

The CLAST is offered at least three times each academic year. In order to be eligible to take the CLAST, students must complete at least 18 semester hours, or the equivalent. In addition, students must meet one of the following state standards:

#### Students must either:

- be seeking an AA degree;
- be seeking admission to the upper division at a Florida public university;
- be enrolled in a state university under the provision that they take CLAST in order to remain enrolled beyond one term; or
- complete at least 60 credits applicable to an AA or bachelor's degree and meet all eligibility standards for a state of Florida financial aid award.

In addition, students must meet all of the following HCC standards in order to take the CLAST:

#### Students must:

- be eligible to graduate from HCC at the end of the term following the term in which CLAST is taken;
- have submitted an application for an HCC degree;
- register for the CLAST by the state deadline;
- have a cumulative GPA of at least 2.0; and
- have COMPLETED ENC 1101, ENC 1102, and either MGF 1106, MGF 1107, MAC 1105 or any higher level math courses.

### CLAST Waiver

CLAST waiver requests must be supported by significant educational and/or medical data and must be submitted prior to start of the semester in which the student intends to graduate. Students must meet with a counselor or academic advisor to prepare waiver requests and obtain verification of data supporting their requests.



Students who have demonstrated proficiency through completing courses but who have failed a CLAST subtest four times may request a waiver for the subtest. Students should submit requests for waivers through the appropriate campus dean of students to the CLAST Waiver Committee.

Students with disabilities who wish to submit requests for accommodations or waivers should request the assistance of the appropriate campus coordinator of services for students with disabilities. Requests and supporting documentation should be submitted to the coordinator when applying to HCC or immediately upon admission.

### CLAST Exemption Requirements

Students who meet state-established criteria are exempt from the CLAST requirement. Students should review their course and test records with an academic advisor or counselor to determine if the students qualify for CLAST exemptions.

**NOTE:** Students seeking teacher certification do not qualify for CLAST exemptions.

#### Passing scores on CLAST exam:

Effective Dates	Reading	Writing	Computation	Essay
8/1/84-7/31/86	260	265	260	4
8/1/86-7/31/89	270	270	275	4
8/1/89-9/30/91	295	295	285	4
10/1/91-9/30/92	295	295	290	5
10/1/92 & thereafter	295	295	295	6

## Application for Degree and Transcripts

### Application for Degree

Students must apply for a degree in the campus advising office upon nearing graduation and prior to the deadline published in the current catalog and credit course schedule. Students must pay a \$10 application fee for each degree for which they are a candidate. This fee covers graduation costs for two consecutive semesters.

If as part of the degree requirements students are required to take the CLAST, they must register by the deadline published in the current catalog and credit course schedule.

### Transcript Request

Students may request that their HCC transcripts be sent to another organization or individual by submitting a written request to any campus Admissions, Registration and Records office. They must pay a \$5 fee for each request.

Their request should include their full name, social security number and the name and address of the institution or party to whom the transcript is to be sent. If their name has changed since their last period of enrollment, they should provide both their present and former names. The College will try to respond to transcript requests within 10 working days.

For students attending HCC after Fall 1998, unofficial transcripts may be viewed via the Internet on the FACTS website at [www.facts.org](http://www.facts.org).

**NOTE:** The College will not provide transcripts if the student has an outstanding financial obligation to HCC.