



Broward  
Community  
College

## Procedure Manual

<b>Title:</b> CLAST Waivers	<b>Number:</b> A6Hx2-4.04
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Two committees consider CLAST waiver requests. The Course Proficiency Waiver Committee considers (1) requests for waivers of one or more subtests of the college-level skills examination based upon proficiency in course work but after not being able to pass the subtest(s) after at least four attempts and (2) requests to determine whether the student's inability to pass the reading, English language skills, or essay subtests is due to the student having English as a second or foreign language. The Learning Disability Waiver Committee considers requests for waivers based upon a specific learning disability.

**Waiver Request Procedure.** Normally a request for a waiver of one or more sections of the CLAST originates with an academic advisor/disability counselor. A completed CLAST Exemption/Substitution/Waiver form must be filed in the Registrar's office downtown.

### CLAST: Course Proficiency Waiver Committee

**Membership.** The Course Proficiency Waiver Committee is chaired by the Vice President for Academic Affairs and has four additional members appointed by the President: (1) a member of the mathematics department, (2) a member of the English department, (3) the College test administrator, and (4) a faculty member from a department other than English or mathematics. The terms of office of the committee members and the meeting times and conditions are established by the President.

**Criteria for Consideration of a Waiver.** The committee first confirms that the student is eligible for consideration of a waiver as defined in Broward Community College Policy 4.04, *CLAST Waivers*. The committee then determines whether the student has demonstrated sufficient effort to pass the subtest and has satisfactorily completed remediation studies related to the failed subtest. As part of the process of determining whether to recommend a waiver, the committee conducts a personal interview with the student. 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.

**ESL Students.** 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 second or foreign language. If the student has (1) completed instructional programs for English as a second language or English as a foreign language with a minimum grade

<b>Recommending Officer's Signature</b> 	<b>Date</b> 04/16/97	<b>President's Signature</b> 	<b>Date</b> 04/16/97
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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) met any other requirements for that area, then a waiver may be considered.

**Recommendation.** If the committee recommends by majority vote that a waiver 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 President who then may approve or disapprove the recommendation. The President, however, may not approve a request which the committee has disapproved. The decision of the President is final.

**Notification/Documentation of Decisions.** The student requesting the waiver is notified of the decision in writing. The President may either sign notifications of decisions made by him or designate the Vice President for Academic Affairs to notify the student. If a waiver is granted, the student's official transcript will include a statement that the student did not meet the requirements for an identified subtest, and a waiver was granted.

### **CLAST: Learning Disability Waiver Committee**

**Membership.** The Learning Disability Waiver Committee is chaired by the Vice President for Academic Affairs and has at least four additional members appointed by the President on a case-by-case basis. Typically, the committee consists of the Coordinator of Disability Services and an academic administrator, Department Head, and faculty member with expertise in the subject area appropriate to the nature of the waiver being requested.

**Criteria for Consideration of a Waiver.** The committee first confirms that the student is eligible for consideration of a waiver as defined in Broward Community College Policy 4.04, *CLAST Waivers*. The committee then 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. As part of the process, the committee conducts a personal interview with the student. In addition, the committee examines the student's academic records and may hear testimony relevant to the case.



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**Recommendation.** The committee may grant a waiver for one or more sections of the college-level communication and computation skills examination.

**Notification/Documentation.** The student requesting the waiver is notified of the decision in writing by either the chair of the committee or the Coordinator of Disability Services. If a waiver is granted, the student's official transcript will include a statement that the student did not meet the requirements for an identified subtest, and a waiver was granted.

**Appeals.** A student requesting a waiver based upon a disability shall have the right to appeal the finding of the committee directly to the President. Any such appeal shall be in writing and shall be made within two weeks from the date on which the student receives notification of the committee's decision. The President will attempt to consider the appeal within four weeks of its receipt. The decision of the President is final.

### Reporting/Records Requirements

The President shall report annually by July 1 the number and percentage of students granted waivers, the subtests waived, and the reasons for granting the waivers. This report shall be provided to the Commissioner of Education, the President of the Senate, and the Speaker of the House of Representatives. These records shall be compiled, maintained, and reported throughout the year by the Institutional Test Administrator and the College Registrar.

[Link to Policy 6Hx2-4.04](#)