

CLAS Requirement Waiver Review Form

Section I. Student Procedures for Seeking a CLAS Requirement Waiver

General Information:

1. For students seeking a CLAS Waiver, the student must have successfully completed all required coursework, submit a formal application for graduation, and be otherwise eligible to graduate with an Associate of Arts degree from Seminole Community College.
2. All students must submit the CLAS Requirement Waiver Review Form (Section II). The completed CLAS Waiver Review Form is submitted to the Assessment and Testing Center office.
3. The Assessment and Testing Center confirms that the student's petition packet is complete and that the student is eligible for consideration of a waiver as defined by State Board of Education Rule 6A-10.0311.
4. The student's CLAS Waiver Review Form is submitted by the Assessment and Testing Center to the committee or returned to the student if the student does not meet eligibility criteria.
5. A committee meeting is set to conduct a personal interview with each student. Students may NOT bring other people into the interview, e.g., parents, spouse, significant other.
6. Once a CLAS waiver is granted, the waiver is transferable to other institutions. If a waiver is granted, the student's official college transcript shall include a statement that this student did not meet the requirements of Florida Statutes Section 1008.29(3) for an identified subtest, and a waiver was granted.

B. Students must choose from the following conditions:

Condition 1(CLAS Waiver): Student requests waiver(s) based upon a GPA below the 2.5 requirement and after not being able to score above the required cut scores in either ACT, SAT, or CPT after at least three (3) attempts. The required cut scores are as follows:

Reading: ACT 22; SAT 500; CPT 93
English: ACT 21; SAT 500; CPT 105
Elem. Alg: ACT 21; SAT 500; CPT 91

- a. Any student who has taken any of the examinations listed above at least three (3) times and has not earned a passing score on the appropriate subtest but has otherwise earned a minimum grade point average of 2.0 in all college credit courses in that same subject area and met the requirements defined in Rule 6A- 10.030 (Gordon Rule) for that area may appeal to the committee.

Examinations (ACT, SAT, or CPT) can only be taken after 31 days have elapsed from the previous date of testing. The official test scores are provided to Seminole Community College from National examinations of ACT or SAT four to six weeks after the date of test; however, CPT results are immediate. Students must wait until their third (3) attempt is recorded on the SEMINOLE STATE COLLEGE OF FLORIDA transcript. If there is only one attempt, the petition will not be heard.

- b. The student must be able to demonstrate sufficient effort to obtain remediation relating to the failed subtest. *The student will be expected to describe and document the specific remediation efforts that were made following the first attempt of the failed subtest.

* The committee may require that each student who request the Condition 1 waiver to use the “CPT Refresh Booklets/Practice Tests.” If required, the student must bring the study guide to the appeals meeting and/or provide copies of the practice test exercises from the guides that have been used. The student must provide sufficient evidence that they have made a genuine attempt to remediate. The “CPT Refresh Booklets/Practice Tests” are available for purchase in the Seminole State College of Florida Bookstore.

- c. The committee will review the student’s academic records and such other information as may be appropriate. The committee must determine whether the student has demonstrated sufficient effort to pass the subtest and has satisfactorily completed remediation studies related to the failed subtest. 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.

Condition 2 (CLAS Waiver): Student requests waiver(s) based upon a GPA below the 2.5 requirement and after not being able to score above the required cut scores in either ACT, SAT, or CPT due to the student having English as a second or foreign language. The required cut scores are as follows:

Reading: ACT 22; SAT 500; CPT 93
English: ACT 21; SAT 500; CPT 105
Elem. Alg: ACT 21; SAT 500; CPT 91

- a. The committee determines whether the student’s inability to pass the reading or English subtest is due to the student having English as a second or foreign language.
- b. If the student has (1) completed instructional programs for English as a second language or English as a foreign language with a minimum grade 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) has met the requirements of Rule 6A-10.030 (Gordon Rule) for that area, then a waiver may be considered.

Condition 3 (CLAS Waiver with Course Substitution): Student requests waiver(s) based upon a GPA below the 2.5 requirement and after not being able to score above the required cut scores in either ACT, SAT, or CPT due to a course substitution based upon a specific learning disability. The required cut scores are as follows:

Reading: ACT 22; SAT 500; CPT 93
English: ACT 21; SAT 500; CPT 105
Elem. Alg: ACT 21; SAT 500; CPT 91

- a. The student provides valid diagnostic evidence that the nature and severity of the disability precludes completion of the course or program requirement despite the provision of accommodations.
- b. The student has documented at least one valid attempt at an accredited postsecondary institution to succeed in the course or program requirement, unless the condition is presenting an insurmountable barrier that precludes a successful attempt.
- c. Required Documentation: The student must provide the committee with the following materials:
 1. Current, relevant, and comprehensive documentation and assessment data from an appropriate certified professional. Documentation must substantiate

both the specific disabling condition and its impact upon the student's ability in the subject area.

2. A letter written by the student and appropriate documentation which together provides a case history documenting the student's problem in learning related material from high school to the date of petition, including the following:
 - A. Personal statement of the student indicating the reason for the request, including prior experiences with the subject matter;
 - B. Statement of consultation with an academic advisor regarding the student's career and educational goals;
 - C. History of academic accommodations, if any, used by the student during course attempts at SEMINOLE STATE COLLEGE OF FLORIDA;
 - D. Information regarding special services and program modifications received in elementary, secondary, and post-secondary education at other institutions, if relevant. (A waiver of a subject in high school does not guarantee a substitution at the College.)
 - E. Transcripts of courses and grades, as well as any letters from appropriate high school personnel and/or college faculty attesting to the student's efforts and diligence in attempting to master the subject matter;
 - F. Any additional relevant information the student wishes to submit.
3. The committee 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.

C. Recommendations by the CLAS Waiver Committee:

If the committee recommends by majority vote that a waiver be given, such recommendation shall be accompanied by documentation that the student has acquired the skills to the level required by the CLAS requirement and statements of explanation or justification to be considered by the Vice President of Student Success Services who then may approve a request which the committee has disapproved. The decision of the Vice President is final.

D. Notification and Documentation of Decisions:

The student requesting the waiver is notified of the decision in writing.

E. Appeals:

A student requesting a CLAS waiver shall have the right to appeal the finding of the committee directly to the Vice President of Student Success Services. Any such appeal shall be in writing; provided to the Vice President; and shall be made within two weeks from the date on which the student receives notification of the committee's decision. The Vice President will consider the appeal within four weeks of its receipt. The decision of the Vice President is final.

Seminole State College of Florida
CLAS Requirement Waiver Review Form

Section II. (To be completed by student)

Student I.D. #: _____ Social Security Number: _____ - _____ - _____

Name: _____ Date: _____

Address: _____

Telephone: (Day) _____ (Evening) _____

Date that you applied for graduation: _____

Program of Study: _____

(Please attach a copy of your SEMINOLE STATE COLLEGE OF FLORIDA unofficial transcript)

CLAS Subtest(s) for which a waiver is requested: _____

The name of the course(s) for which you are requesting a substitution _____

Section III. Students must provide a formal “Letter of Request” and appropriate documentation.

All students must write a letter of request to the CLAS Waiver Committee along with this review form. The letter must address as many of the appropriate conditions as possible listed in Section I. For example, please carefully determine which of the 3 (three) conditions that fits your situation. Describe your evidence and provide documentation where appropriate (under each condition the required documentation is identified). It is the student’s responsibility to provide the proper documentation and convincing evidence for the committee’s review.

Please attach all supporting documentation.

Please sign and date (by your signature you signify that you have read the above information and that the information that you are providing is accurate and that no documentation has been falsified.)

Signature

Date

**Seminole State College of Florida recognizes that an individual's Social Security number is a unique form of identification that can be used to obtain sensitive information; however, Seminole State College must collect Social Security numbers under certain circumstances to accurately and efficiently perform its duties and functions as an Educational institution. Due to the sensitive nature of an individual's Social Security numbers, Seminole State College only collects Social Security numbers for:

Identification and verification	Background checks	Billing and payments
Payroll administration	Garnishments	Data collection
Reconciliation and tracking	Benefits administration	Tax reporting
Vendor applications	Independent contractors	
State and federal educational and employment reporting		
The administration of federally funded financial aid programs and student services programs		

This Social Security number collection statement has been prepared by Seminole State College in compliance with Section 119.071(5), Florida Statutes (2007). (January 2008).