

Immediate Academic Reinstatement Rubric

Part I: Essay Explaining Circumstances

In this part of your essay, please describe the extenuating circumstance that led to your academic difficulty this past semester: what happened, and how did it affect your ability to succeed in your classes? In what way does the situation meet the criteria for an extenuating circumstance? How do you anticipate circumstances will be different if you are allowed back right away? What supports or services can you utilize that will help you either prevent problems or overcome them? Provide enough detail for the committee members to have a good sense of how and why this affected you, without sharing information that feels too personal or private.

NOTE: *An extenuating circumstance is a circumstance that occurred outside your control, interfered with your ability to adequately complete academic expectations, and can be corroborated or documented.*

Maximum points (3)	2	Minimum points (1)
Writing is clear, concise and thorough, with attempt made at proper conventions	Moderate effort at conventions	Little effort made toward quality of writing, too short
Demonstrates acceptance and understanding of personal responsibility	Unclear if responsibility is taken, or not enough specifics	Little to no responsibility taken
Concrete plan provided for how future obstacles or struggles will be managed; relevant resources identified	Plan is incomplete or vague	No plan provided, or unclear whether the student understands what needs to be done
Motivation and goals: student describes their motivation for success, outlines future goals	Goals are vague; student's motivations seem insincere	Future goals are not described, are unclear, are not realistic
Documentation is provided, which fully substantiates the student's claim of extenuating circumstances	Documentation is provided, but is not completely relevant or applicable	Documentation is not provided

Total points (out of 15): _____

Part II: Essay Detailing Academic & Financial Plan

In this essay, describe support components to your potential reinstatement: your academic plan (what classes do you plan to take, in the next semester or two, if you are approved?), financial factors that affected your success previously (if applicable), how you plan to pay for college costs if reinstated, and your backup plan if you are not approved.

Maximum points (3)	2	Minimum points (1)
Academic plan for the next semester is provided: accurate based on major/program and includes retakes if appropriate	Plan provided, but with some errors (due to lack of awareness)	Plan not provided/is inaccurate or incomplete
Academic major is clearly reasonable, realistic, achievable	Major may be realistic or achievable	Major is not very realistic or achievable given student's past performance
Financial plan provided: how will the student pay for tuition and other costs if financial aid has been revoked?	Financial plan provided but is vague or unclear; plan may interfere with academics (i.e. working full-time)	Financial plan not provided or not enough details/not well thought out
Backup plan provided: what if the student's appeal is rejected – what is their plan B? Concrete, realistic, non-defensive	Backup plan provided but lacks details, or not well-thought out	No plan, or plan is not realistic, too vague, student is defensive/hostile

Total points (out of 12): _____

Part III: Extra Credit

Add one extra point if the student's cumulative GPA is at/above a 1.8 (meaning they could possibly get above a 2.0 in the reinstatement semester)

Extra Credit: _____

Grand Total of Points (out of 27): _____

Petition Accepted: 22+ points (Student goes directly to meeting with an advisor)

Petition Goes to Committee: 20 points or less