Immediate Academic Reinstatement Rubric

***Is this an extenuating circumstance?
Can you provide documentation?***

If both answers are Yes, then proceed!

**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.*

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| --- | --- | --- |
| 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 |
| Situation shows evidence of being resolved; student has taken active steps | Situation may not yet be resolved; student is unclear about taking active steps | No signs of situation being resolved anytime soon; student has not taken any action |

Total points (out of 18): \_\_\_\_\_\_\_\_\_\_\_\_

**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 30): \_\_\_\_\_\_\_\_\_\_\_\_\_

Petition Accepted: 25+ points (Student goes directly to meeting with an advisor)
Petition Goes to Committee: 24 points or less