

### Academic Appeals Rubric

First Name	Last Name	B#	Personal Email	SUNY Email	Division

Question 1	Excellent	Good	Needs Some Improvement	Needs Major Improvement	Unsatisfactory
<p>In one or two sentences, tell us specifically what obstacles did you face previously and how have you addressed them? Please include any medical, mental health, and/or grief or loss you may have experienced and what has changed.</p>	-Is only 1-2 sentences in length	-Is only 1-2 sentences in length	-Is only 1-2 sentences in length	-Is not 1-2 sentences in length (either very long or very short OR grammatically incorrect to make the length too long or short)	-Is not 1-2 sentences in length (either very long or very short OR grammatically incorrect to make the length too long or short)
	-Clearly and concisely lists obstacles.	-MOSTLY Clearly and concisely lists obstacles.	-SOMEWHAT Clearly and concisely lists obstacles.	-Vaguely lists obstacles.	-Does not address or only very vaguely lists obstacles.
	-Clearly and concisely lists how these obstacles were addressed to reflect a change and readiness for returning	-MOSTLY Clearly and concisely lists how these obstacles were addressed to reflect a change and readiness for returning	-SOMEWHAT Clearly and concisely lists how these obstacles were addressed to reflect a change and readiness for returning	-Vaguely lists how these obstacles were addressed to reflect a change and readiness for returning	-Does not address or only very vaguely lists how these obstacles were addressed to reflect a change and readiness for returning
	-Specifically mentions medical, mental, or grief/loss, if applicable.	-Specifically mentions medical, mental, or grief/loss, if applicable.	-Specifically mentions medical, mental, or grief/loss, if applicable.	-Does not specifically mention medical, mental, or grief/loss, if applicable.	-Does not specifically mention medical, mental, or grief/loss, if applicable.
	-Leaves the reader without any doubts as to why the student left and how things have changed to make this time at SUNY more successful	-Leaves the reader feeling fairly confident as to why the student left and how things have changed to make this time at SUNY more successful	-Leaves the reader feeling somewhat unsure as to why the student left and how things have changed to make this time at SUNY more successful	-Leaves the reader feeling very unsure or confused as to why the student left and how things have changed to make this time at SUNY more successful	-Leaves the reader completely unsure as to why the student left and how things have changed to make this time at SUNY more successful
Question 2	Excellent	Good	Needs Some Improvement	Needs Major Improvement	Unsatisfactory
<p>SUNY Broome offers extensive student support services. What academic resources and support will you engage with if approved for reinstatement?</p>	-Clearly lists a minimum of 3 student support services they will utilize	-MOSTLY Clearly lists a minimum of 3 student support services they will utilize	-SOMEWHAT Clearly lists a minimum of 2 student support services they will utilize	-SOMEWHAT vaguely lists a minimum of 2 student support services they will utilize	-Lists only 1 or <b>does not list any</b> student support services they will utilize
	-It is clear the student knows what services each particular resource provides	-It is MOSTLY clear the student knows what services each particular resource provides	-It is SOMEWHAT clear the student knows what services each particular resource provides	-It is SOMEWHAT unclear the student knows what services each particular resource provides	-It is VERY clear the student does not know what services each particular resource provides
	-The resources/services listed clearly relate back to obstacles provided in question 1	-The resources/services listed MOSTLY relate back to obstacles provided in question 1	-The resources/services listed SOMEWHAT relate back to obstacles provided in question 1	-The resources/services listed VAGUELY relate back to obstacles provided in question 1	-The resources/services listed do not relate back to obstacles provided in question 1
	-The reader is left without any doubt as to how and why the student plans to use these particular resources/services in order to benefit their efforts at SUNY, if approved.	-The reader is left feeling fairly confident as to how and why the student plans to use these particular resources/services in order to benefit their efforts at SUNY, if approved.	-The reader is left SOMEWHAT unsure as to how and why the student plans to use these particular resources/services in order to benefit their efforts at SUNY, if approved.	-The reader is left feeling very unsure or confused as to how and why the student plans to use these particular resources/services in order to benefit their efforts at SUNY, if approved.	-The reader does not know how and why the student plans to use these particular resources/services in order to benefit their efforts at SUNY, if approved.
Question 3	Excellent	Good	Needs Some Improvement	Needs Major Improvement	Unsatisfactory
<p>Demonstrate an appropriate time management strategy. Provide a sample week schedule which incorporates work, personal, and academic responsibilities. Visit the Time Management Skills and the Ability to Prioritize resources page for assistance.</p>	-Provides a CLEAR week long sample schedule	-Provides a MOSTLY clear week long sample schedule	-Provides a SOMEWHAT clear week long sample schedule	-Provides a VAGUE week long sample schedule	-Does NOT provide a week long sample schedule OR the info provided is severely lacking in detail
	-The sample provided CLEARLY incorporates work, personal, and academic responsibilities	-The sample provided MOSTLY incorporates work, personal, and academic responsibilities	-The sample provided SOMEWHAT incorporates work, personal, OR academic responsibilities (2 of 3 minimum)	-The sample provided VAGUELY incorporates work, personal, OR academic responsibilities (2 of three minimum)	-The sample provided DOES NOT incorporate work, personal, OR academic responsibilities (1 or less)
	-It is very CLEAR the student visited the provided webpage on the appeals application by mentioning all of the following topics: Prioritizing commitments, sticking to a plan, not falling behind, breaking down larger tasks, not procrastinating, and planning for exams.	-It is MOSTLY clear the student visited the provided webpage on the appeals application by mentioning at least 4 of 6 of the following topics: Prioritizing commitments, sticking to a plan, not falling behind, breaking down larger tasks, not procrastinating, and planning for exams.	-It is SOMEWHAT clear the student visited the provided webpage on the appeals application by mentioning at least 4 of the 6 of the following topics: Prioritizing commitments, sticking to a plan, not falling behind, breaking down larger tasks, not procrastinating, and planning for exams.	-It is SOMEWHAT unclear the student visited the provided webpage on the appeals application by mentioning/vaguely referring to at least 2 of the 6 of the following topics: Prioritizing commitments, sticking to a plan, not falling behind, breaking down larger tasks, not procrastinating, and planning for exams.	-It is very CLEAR the student did not visit the provided webpage on the appeals application by mentioning/vaguely referring to any of the 6 of the following topics: Prioritizing commitments, sticking to a plan, not falling behind, breaking down larger tasks, not procrastinating, and planning for exams.
	-The reader has no doubts that the student has thoroughly prepared to re-enter the college and succeed.	-The reader feels fairly confident that the student has thoroughly prepared to re-enter the college and succeed.	-The reader feels somewhat unsure that the student has thoroughly prepared to re-enter the college and succeed.	-The reader feels very unsure or confused that the student has thoroughly prepared to re-enter the college and succeed.	-The reader feels completely sure that the student has thoroughly NOT prepared or truly considered how to re-enter the college and succeed.
Question 4	Excellent	Good	Needs Some Improvement	Needs Major Improvement	Unsatisfactory
<p>What academic strategies will you implement? (This should include your note taking strategies, study strategies, test taking strategies, etc.)</p>	-CLEARLY lists at least 3 strategies	-CLEARLY lists at least 3 strategies	-Lists at least 2 strategies	-Lists at least 2 strategies	-Lists 1 or less strategies
	-CLEARLY explains why each one is a good strategy separately	-MOSTLY explains why each one is a good strategy separately	-SOMEWHAT explains why each one is a good strategy separately	-VAGUELY explains why these are good strategies	-Does not clearly explain why any of them are good strategies
	-CLEARLY addresses how they plan to implement all 3 strategies separately	-MOSTLY addresses how they plan to implement all 3 strategies separately	-SOMEWHAT addresses how they plan to implement all 2 strategies separately	-VAGUELY addresses how they plan to implement strategies	-Does not address how they plan to implement any strategies
	-The reader is without doubt that the student understands and will implement these strategies	-The reader is fairly confident that the student understands and will implement these strategies	-The reader is somewhat unsure that the student understands and will implement these strategies	-The reader is very unsure or confused that the student understands and will implement these strategies	-The reader is without doubt that the student does not understand and will not implement these strategies