

Withdrawal Committee Evaluation Rubric Late Withdrawal Request College Review Process

Student's Name: _____

Semester: _____

Category Description	Denied	Likely to be Denied	Needs More Documentation	Likely to be Approved	Approved	Category Score
Personal Statement (Category Total: 20 points)	1	2	3	4	5	
	Did not explain circumstances and specifics.	Did not discuss circumstances and specifics leading to the late withdrawal necessity.	Additional documentation and explanation required for consideration	Documentation complete and majority of course specifics detailed.	Discussed all circumstances and course specifics in detail.	
Third-Party Supporting Documentation (Category Total: 40 points)	1	2	3	4	5	
	Documentation did not verify student's reason necessitating late withdrawal request.	Did not provide sufficient documentation pertaining to the circumstances.	Additional documentation should be available to support request.	Documentation provides a majority of the information to indicate student's reason for request.	All documentation complete and sufficient.	
Instructor Feedback (Category Total: 20 points)	1	2	3	4	5	
	Current failing grade, lack of attendance, lack of course participation, and minimal coursework completed.	Current failing grade, lack of attendance, lack of course participation, and 40% coursework completed.	Current borderline grade, varied attendance, varied course participation and varying coursework 60% completed.	Current borderline grade, regular attendance, course participation, and 75% coursework completed.	Current passing grade, regular attendance, course participation, and 90% coursework completed.	
Total Points						

Approved 14-15 Points
Likely to be Approved 11-13 Points
Needs More Documentation 8-10 Points
Likely to be Denied 6-7 Points
Denied 5 Points or Below

Withdrawal Committee Representative's Signature: _____

Date of Review by Withdrawal Committee: _____