

## SCHOLARSHIP APPLICATION SELECTION RUBRIC

**Required Components:**

**Applicants must be:** Current students.

**The Application must include all of the following:**

- Grades
- Essay, Goals and Objectives
- Letters of recommendation
- Financial Hardship Statement
- Attendance
- Tutorial Program, if applicable

**Use this page to make comments about the application in general, or to address concerns, not addressed elsewhere in the rubric.**

**Recommendations:**

Criteria	Does Not Meet Expectation	Meets Expectation	Exceeds Expectation
<b>Grade</b> <b>A = Exceeds Expectation</b> – 20 Points <b>B = Meets Expectation</b> – 10 Points <b>C = Does Not Meet Expectation</b> – 5 Points			
<b>Moral Conduct</b> <b>Letter of Recommendation</b> <b>Exceeds Expectation</b> – Letter clearly indicates good conduct and involved in other school activities – 20 Points <b>Meets Expectation</b> – Letter somewhat indicates good conduct and not involved in other school activities – 10 Points <b>Does Not Meet Expectation</b> – Letter does not indicate good conduct and not involved in other school activities – 5 Points			

<p><b>Attendance</b>  <b>Exceeds Expectation</b> – 2 or less unexcused absences during the school year – 10 Points  <b>Meets Expectation</b> – 5 or less unexcused absences during the school year – 5 Points  <b>Does Not Meet Expectation – Meets Expectation</b> – 10 or less unexcused absences during the school year – 2 Points</p>			
<p><b>Essay</b>  <b>Exceeds Expectation</b> – Goal and objectives clearly defined – 10 Points  <b>Meets Expectation</b> – Goal and objectives somewhat defined – 5 Points  <b>Does Not Meet Expectation</b> – Goal and objectives not clearly defined – 2 Points</p>			
<p><b>Tutorial Program</b>  <b>Exceeds Expectation</b> – Tutors at least 10 students during the school year – 10 Points  <b>Meets Expectation</b> – Tutors at least 5 students during the school year – 5 Points  <b>Does Not Meet Expectation</b> – Tutors at least 1 student during the school year – 2 Points</p>			

To assist in scoring the application, please refer to additional detail description for each category:

**1. Report Card:**

- Must clearly indicate student grades

**2. Moral Conduct:** Letters of recommendation should include the following:

- Observation about the student

- Academic ability
- Examples of accomplishments
- How long you have known the student

**Exceeds Expectation/Appropriate Conduct** – Letter of recommendation must clearly indicate the following:

- Sit in class/seat unless have permission to leave
- No suspension from school
- Does not engage in fights with other students
- Does not disrespect or disregard constituted authority
- Does not receive punishment at school
- Respect yourself and others
- Come to class on time, prepared with all supplies and assignments
- Does not speak unless have permission to speak, talk only about class work
- Follow directions immediately
- Respect yourself and others
- Does not walk in the hallways

**Meets Expectation/Acceptable Conduct**

- Limited unexcused leaving of class/school
- Limited suspension from school
- Seldom engages in fights with other students
- Seldom disrespect or disregard constituted authority
- Seldom receive punishment at school

**Does Not Meet Expectation/Inappropriate Conduct:**

- Use of profanity within the school perimeters
- Engaged in a fight with another student
- Disrespectful behavior towards a faculty member
- Vandalism or theft of school or another student's property
- Use or possession of drugs, alcohol, or weapons on school property
- Leaving school without permission or parent/guardian dismissal during school hours
- Inappropriate behavior during class
- Sexual harassment. • Inappropriate dress code
- Engage in sexual activities/behavior

### **3. Attendance Report:**

- Must clearly indicate student's attendance.

**4. Student Essay:**

**Exceeds Expectation/Exceptional:**

- Clearly indicates evidence of student's career goals, plans to achieve it and background
- Clearly addresses how the scholarship will assist education plans

**Meets Expectation/Adequate:**

- Somewhat identifies student's career goals, plans to achieve it and background
- Somewhat provides evidence of how scholarship will assist educational plans

**Does Not Meet Expectation/Inadequate:**

- Unclear on inconclusive evidence of student's career goals, plans and background
- Lacks clear plans for how scholarship will assist education plans

**5. Tutorial Program:**

- Tutorial Program Coordinator must clearly indicate the number of students that a scholarship student tutors during the academic year