## SEP Assignment - Rubric

| <b>C</b>                        | Counselor:   |    |
|---------------------------------|--|----|
| Student                         | SEP Date:  |    |
| University                      |  |    |
| Major                           |  |    |
| General                         | ☐ Y ☐ N Turned in SEP on required date, as required (up to –3 pts)                             |    |
| (6 pts)                         | ☐ Y ☐ N Stapled In Order (if No: −2 pts)   |    |
|                                 | Y N All Pages Present (if No: various points off)  |    |
|                                 | Pages Missing  |    |
|                                 | Page 9 – Coursework Tables  Page 11 – Schedule   |    |
|                                 | SEP Assist.org printout  |    |
|                                 | University web pages (Curriculum, Flow Chart, TAG  |    |
|                                 | Y Did not turn in Page 1-5 (specifically instructed <u>not</u> to turn them in) (if No: -2 pts | ;) |
|                                 | Other  |    |
|                                 | ☐ Y ☐ N Table is Complete  |    |
| Tables                          | ☐ Did not mark all courses on Assist   |    |
| (6 pts)                         | ☐ Did not mark all courses on SEP  |    |
| (approx. –1 pt<br>per 2 errors) | Add Courses to table as appropriate for your major   |    |
|                                 | Other  |    |
|                                 | ☐ Y ☐ N Table is Correct   |    |
|                                 | Courses marked/not needed  |    |
|                                 | Other  |    |
| Cala a deda                     | Courses not in order (pre-requisite requirements)  |    |
| Schedule<br>(3 pts)             | Course(s) not (usually) offered during term you wrote on Schedule (see Page 10)                |    |
| (5 pts)                         | Alternate scheduling recommended. See notes on Schedule or Comments below                      |    |
|                                 | Review notes on Schedule. See me or a counselor if need additional help                        |    |
|                                 |  |    |
|                                 |  |    |
| Comments                        |  |    |
|                                 |  |    |
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