**Directions for Completing the Template**

Complete the level 1 criteria expectations for acceptable/not acceptable. Edit the percent reduction in total possible points for unacceptable criteria on resubmission. It is suggested to use 20% for undergraduate students, 30% for first year master’s degree students, 40% for second year master’s degree students, and 50% for doctoral students. List the level 2 grading criteria used to evaluate an assignment in the grading criteria column. Then, define the expectations for each grading column for each grading criteria. Assign points possible to earn in each of the grading columns. Delete these directions before sharing the rubric with students.

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| **Level 1 Review**  Assignments that do not earn an acceptable (passing) score for each criterion during the level 1 review will be returned for one rewrite. On resubmission, a 10% reduction of total possible points will be assessed if all criteria in the level 1 review are acceptable and a 20% reduction of total possible points will be assessed if all criteria in the level 1 review are not acceptable. | | |
|  | Acceptable (Passing) | Not Acceptable (Not Passing) |
| Grammar |  |  |
| Mechanics |  |  |
| Organization |  |  |
| APA Format |  |  |
| Comments |  | |

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| **Level 2 Review**  Level 2 review is completed for all assignments that earn an acceptable score on all criteria in the level 1 review on initial submission and for all resubmissions. | | | | | |
| Grading Criteria | Exceeds Expectations  (Points Possible) | Meets Expectations  (Points Possible) | Nearly Meets Expectations  (Points Possible) | Does Not Meet Expectations  (Points Possible) | Does Not Address this Criteria  (Points Possible) |
| Criteria #1 |  |  |  |  |  |
| Criteria #2 |  |  |  |  |  |
| Criteria #3 |  |  |  |  |  |
| Criteria #4 |  |  |  |  |  |
| Criteria #5 |  |  |  |  |  |
| Criteria #6 |  |  |  |  |  |
| Grammar |  |  |  |  |  |
| Mechanics |  |  |  |  |  |
| Organization |  |  |  |  |  |
| APA Format |  |  |  |  |  |
| Total Points Earned |  | Minus Any Level 1 Reductions |  | Final Assignment Score |  |
| Comments |  | | | | |