

ICAPS/TAACCCT Competitive Admission Criteria Rubric

This rubric is intended to create an impartial, consistently applied system by which potential students are evaluated for admissions into the TAACCCT-funded, ICAPS program. Students in this program receive tuition-free college credit courses, academic support, and personalized advising while completing an Office Software Specialist Certificate.

Applicant Name: 19T

Date of Admissions Appointment: 19T

	Criterion Description	Does Not Meet (0 points)	Meets (1 point)	Exceeds (2 points unless otherwise specified)	Applicant Rating
1	TAA - eligibility	Applicant is not TAA-eligible		Applicant is TAA-eligible (5 points)	
2	Veteran's status	Applicant is not a veteran per TAACCCT definition		Applicant is a veteran as defined by TAACCCT (5 points)	
3	TABE scores	< 9.0 reading score or < 6.0 math score (A TABE score in this range disqualifies applicant regardless of other criteria)	>= 11.0 – 12.9 reading score or >=9.0 – 12.9 math score	>= 9.0 – 10.9 reading score or >= 6.0 – 8.0 math score	
4	Prior college credit	Have college credit from an accredited U.S. institution	Have no U.S. college credit or have credit from a non-accredited institution		
5	Phone call for TABE score and appointment	Did not call	Returned call outside of specified time	Returned call within specified time	
6	Attendance at required sessions or appointments.	Missed one or more meetings without notice or with minimal notice.	Missed no more than one meeting with sufficient notice. Alternative arrangements for missed meeting were made and kept.	Attended all required meetings as originally planned.	
7	Punctuality at required meetings.	More than 5 minutes late for two or more meetings.	Less than 5 minutes late for one or more meetings, or more than 5 minutes late for one meeting.	On time for all meetings.	
8	Current employment status		Currently employed, including underemployed	Currently unemployed	



	Criterion Description	Does Not Meet (0 points)	Meets (1 point)	Exceeds (2 points unless otherwise specified)	Applicant Rating
9	Commitment to employment. See <i>Commitment to Employment</i> questions below	Question 1 = no	Question 1 = yes and question 2 = a – d, or f (at evaluator's discretion)	Question 1 = yes and question 2 = e, or f (at evaluator's discretion)	
10	Current level of computer literacy. Assessed using the <i>Computer Skills Inventory</i>	Score of 0 – 64	Score of 65 – 128	Score of 129 - 192	
11	Recommendation form	No recommendation form, or incomplete recommendation form received	Fully complete recommendation form received		
12	Returned application packet	Application packet not returned, or returned incomplete	Complete application packet returned		
Total score <i>(Maximum points = 25)</i>					!Unexpected End of Formula
Foreign educational attainment <input type="checkbox"/> Not applicable		<u>36T</u>			
Other/comments		<u>36T</u>			

Items in yellow are disqualifying criteria. A *Does Not Meet* rating in any one of these areas designates applicant ineligibility for this program regardless of other criteria and ratings.

Is applicant recommended for admission into program? 36T

Form completed by: 36T Date rubric was completed : 36T

Signature

Commitment to Employment questions

- 1) Are you currently seeking employment?
- 2) What is your current source of income?

Comments: 36T

The program was made possible by a \$2,867,712 federal Trade Adjustment Assistance Community College and Career Training grant. Approximately 61% of funds were from federal sources. WCC does not discriminate based on any characteristic protected by law in its programs and activities.