Information Sheet Instructions:

Verify the names on your grade roster. Before submitting this Information Sheet with your WRAPs, complete or revise columns 3, 6, 7, and 8. In column 5, the WAC will indicate the final grades that you must submit to the Registrar on GothicNet based on WRAP scores. **Students must receive the same grade for both sections of Reading and Writing Across the Disciplines/RWAD (INTD 090 and 105) and for both sections of RWAD II (INTD 091 and 106).** The WAC will email a copy of this Information Sheet to instructors with final course grades listed in column 5. Please review the policy regarding retests below and include any information that you wish to provide about individual students. **Please submit a typed Student Contact Sheet with this Information Sheet. Wait to submit your grades online until you receive this completed Information Sheet by email from the WAC. You must record grades on GothicNet exactly as they appear in Column 5 on the reverse of this sheet.** Email a copy of your completed grade roster to Barbara Hildner, WAC Chair, at bhildner@njcu.edu. Contact Joshua Fausty, English Composition Coordinator, at jfausty@njcu.edu with any questions. Thank you for your cooperation!

English Department Policy on Retesting Students in College Writing, RWAD, and ECI/CCLA:

WRAP Retests are offered to students recommended for retests by their instructors. Instructors indicate the students they are recommending for a retest in column 7 on the reverse side of this sheet. An instructor should consider a student eligible for a retest only if, during the semester, the student has written at least one essay that suggests that the student is ready for the more advanced work of the next level writing course. Before the essay is revised based on the instructor's comments, the essay should meet the standards required to achieve the minimum required score to pass the course according to the criteria included on the WRAP Essay Rubric.

Please include below any information that you would like to present to the Writing Assessment Committee concerning individual students in your class:

1. **STUDENT ID #**	2a. **STUDENT LAST NAME**	2b. **STUDENT FIRST NAME**	3. **PRELIMINARY COURSE GRADE** BASED ON WORK PRIOR TO WRAP (Passing grade will apply only if student earns required minimum score on WRAP: 3 to pass RWAD and take RWAD II; 4 to pass RWAD II and take ECI and Writing Lab)	4. **WRAP SCORE** (For WAC use)	5. **FINAL GRADE TO BE ENTERED BY INSTRUCTOR ON GOTHICNET.** Failures in RWAD & RWAD II: R for 1st semester of the course, F for 2nd semester. *Same grade in both sections of either course.* (This column will be filled in by WAC)	6. INDICATE **"NO TEST," "EXEMPT," OR "TESTING SEPARATELY"** AS APPROPRIATE	7. **RECOMMEND FOR RETEST** IF MINIMUM SCORE IS NOT ACHIEVED (Important: Consult retest guidelines on reverse)	8. **REFER TO ESL** IF MINIMUM SCORE IS NOT ACHIEVED	9. RECORD OF **PREVIOUS ENROLLMENT** IN WRAP COURSES. Exclude summer courses, courses from which the student withdrew, and courses taken more than 5 years ago (For WAC use)	10. **MOST RECENT PRIOR WRAP SCORE**. A prior score of 3 makes RWAD student eligible for a passing course grade and then RWAD II but not an exemption from the WRAP (For WAC use)	11. **RETEST SCORE** (For WAC use)	12. **CHANGE OF GRADE FORM SENT** (For WAC use)
			3400	90/091	RWAD or RWAD II							
			3401	105/106								
INFORMATION SHEET FOR:			INST LAST NAME	FIRST	Semester/Year							