

MERCER COUNTY COMMUNITY COLLEGE  
DIVISION OF MATH, SCIENCE AND HEALTH PROFESSIONS  
NURSING EDUCATION PROGRAM

LETTER OF CONCERN

Dear \_\_\_\_\_:

As your current Course Coordinator, I would like to officially notify you of my concern regarding your current course average.

In order to improve your performance on the next exam, **it is required** that you do the following:

1. Contact me to schedule a meeting within the next week to review your exam(s) and to identify whether or not the mistakes you made were lack of knowledge, test taking skills mistakes or a result of test anxiety.
2. Any student who does not attend this mandatory meeting will be unable to sit for the next scheduled exam and receive a grade of "0" for that exam.
3. Review attached "Suggestions of Ways to Improve Study Skills".

Sincerely,