

*Mercer County Community College*  
*Division of Math, Science and Health Professions*  
*Nursing Program*

STUDENT NOTIFICATION OF UNSATISFACTORY ACADEMIC  
PROGRESS

Purpose: To ensure all students are provided with the information and resources to remediate unsatisfactory academic progress in nursing courses.

Procedure:

- A. Immediately following the finalization of grades for NRS110 unit exams or midterm grades for five (5) week courses, each Course Coordinator will provide the Nursing Program Office with a list of students who have scored 78% or less on the exam.
- B. The Course Coordinator then will:
  - 1. Email all students that current exam grades are posted in the online course grade book.
  - 2. Email the Letter of Concern to any student scoring 78% or below on the exam/midterm.
  - 3. Email the Suggestions to Improve Study Skills to any student scoring 78% or below on the exam/midterm.
  - 4. Copy Nursing Program Specialist and Nursing Advisor on all emails.
  - 5. All emails will be sent to the student's Mercer email account.
- C. As stated in the Letter of Concern, the Course Coordinator will:
  - 1. Schedule a meeting with the student within 1 week of receipt of email to review the exam/midterm.
  - 2. Any student who does not attend this mandatory meeting will be unable to sit for the next scheduled exam and will receive a "0" for that exam.
  - 3. Provide documentation of meetings with student's using Remediation Documentation form.
- D. Nursing Program Specialist will print each email with attached forms and place hard copy in student file.

Effective Date: December 20, 2012

Revised Date: August 29, 2013, January 2014

Approved by:

, Acting Director