

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 most recent exam grade.

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

1. Contact me to schedule a meeting within the next week to review the exam.
2. **Any student who does not attend this mandatory meeting will be unable to sit for the next scheduled exam and will receive a grade of “0” for that exam.**
3. Review attached “Suggestions of Ways to Improve Study Skills”.

By making these changes I hope for your success on your next exam.

Sincerely,