Dear [Student Name],

Academic requirements are outlined in the course syllabus and in the School of Nursing Student Handbook. At the present time, your performance in NURSXXXX-XXX reflects a course average, exam average, and/or clinical average below the minimum required passing grade of 75%. As a result, you are receiving this midterm warning letter.

The TTUHSC School of Nursing is committed to helping our students succeed, and we want to encourage students to maximize opportunities for success in the nursing program. Communicating with the course facilitator for the course is one avenue to identify strategies to improve course performance. Please contact me via email within the course in Sakai or via phone (XXX-XXX-XXXX) as soon as possible to discuss your standing within the course. It is very important that you seek help now so that your course, exam, and/or clinical average can begin to improve. You are also encouraged to follow up with your local Retention Counselor (Insert Retention Counselor’s Name) to seek guidance on strategies to improve performance in the class.

Remember, this notification in no way conveys you will not be successful. Rather, it is designed to alert you to take additional action to maximize your chance of successfully completing this course.

Sincerely,

Course Facilitator Name & Signature
Position/Title

CC: Student Records
    Program Director
    Lead Faculty
    Course Facilitator