

Date

Name

Address

City, State Zip

Re: Jeopardy Letter: Notice of Score/Average of less than 80 %

Dear *Student's Name*:

I have received notification of your performance in the *Course Name* course. Your success in the nursing program is very important to us. Please make an appointment with the lead faculty, *Name*, and your advisor to discuss options to facilitate your progress in this course.

Sincerely,

Name

Track Director

cc: *Lead Faculty*

Advisor

Student File

COURSE: _____

DATE: _____

FACULTY: _____

PRESENT COURSE AVG: _____

1st Test/Assignment Score: _____ 2nd Test/Assignment Score: _____ 3rd Test/Assignment Score: _____
% Of Grade: _____ % Of Grade: _____ % Of Grade: _____

4th Test/Assignment Score: _____ 5th Test/Assignment Score: _____ 6th Test/Assignment Score: _____
% Of Grade: _____ % Of Grade: _____ % Of Grade: _____