Dear Master’s Student:

Your performance in HCOM 500 was below the expected level for the master’s program. Writing ability is instrumental to your success as a master’s candidate, and faculty support your commitment to obtain the assistance needed to meet the standard of writing expected in graduate courses. In order to ensure you success in the program, it is advised that you seek out additional writing assistance on future assignments in your courses. Below is a list of writing resources provided on campus and the website from which you can obtain information regarding the services they provide.

1. Writing Center is [http://hss.fullerton.edu/english/wc/](http://hss.fullerton.edu/english/wc/)
2. Learning Center is [http://www.fullerton.edu/ulc/](http://www.fullerton.edu/ulc/)
3. American Language Program is [http://alp.fullerton.edu/](http://alp.fullerton.edu/)

A copy of this letter has been forwarded to the credential coordinator. It is your responsibility to schedule an appointment with the coordinator to identify ways to improve and to demonstrate that improvement. Please feel free to contact me if you have additional questions.

My signature indicates that I have read and understood the content of this letter. I realize that it is my responsibility to make an appointment with the credential coordinator to address this concern.

The following plan has been approved:

**Plan for the student to improve writing skills:**
- Receiving tutorial help at the University Learning Center or other support center
- Other

**Plan for monitoring student writing proficiency:**
- Credential coordinator will monitor grades in graduate seminars until satisfactory progress is shown
- Other

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<th>Credential Coordinator</th>
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