COURSE PROBLEM NOTICE (CPN) INFORMATION AND GUIDELINES

PURPOSE

Courses InTouch is a University-wide electronic record system. The main feature of Courses InTouch is "Course Problem Notice" (CPN), which allows instructors, TAs, course coordinators, and designated proxies to:

- Inform students and their academic advisor about performance issues by:

    o Generating an email directly to the student,

    o Placing a copy of the note into the student's electronic record, and

    o Sending a notice to the advising system.

- View all notices for a student in the class.

ACCESS TO CPN

Instructors and TAs must be set up accordingly on the Student Record System (SRS). Course coordinators should already be designated as approved proxies. Courses InTouch/CPN may be accessed through the Wharton Faculty Tools webpage at inside.wharton.upenn.edu/faculty/. PennKey authentication is required.

REASONS TO SEND A CPN

CPNs provide students with critical feedback necessary to make informed decisions on whether or not to remain in courses or to seek out academic support. While faculty may set their own criteria for triggering a CPN, we recommend that you send CPNs to students as standard practice under the following circumstances:

- Any absence from a midterm exam or other significant in-class evaluation.

- Academic performance that is significantly below average (e.g., two standard deviations or more below the mean) on a midterm exam or other significant evaluation.

- Lack of responsiveness from the student to previous outreach efforts.

Other reasons to consider sending a CPN include:

- Missed deadlines for an assignment or project.

- Absences, tardiness, or significant lack of participation in class.

WHEN TO SEND A CPN

Faculty may send a CPN any time during the semester (first day of classes through last day of classes). It is particularly useful to send a CPN prior to enrollment deadlines and following major assignments. A suggested timeline:

- Week 4 (1 week in advance of the University's deadline for students to drop a course).

- Week 9 (1 week in advance of the University's deadline for students to withdraw from a course).

- Immediately following midterm exams or other critical evaluations of a student's performance.

ADVISORS' ROLE IN CPN

CPNs are automatically directed to the student's assigned advisor and their home school advising office. CPNs also become part of a student's electronic record. Because not all students in your class are Wharton undergraduates, the CPN system is the quickest and most accurate way to alert any student's advisor or advising office.

Wharton students who receive a CPN from faculty are contacted by their Wharton academic advisor within one to two business days. Advisors can aggregate CPNs from multiple classes and assess the level of resource intervention warranted. When necessary, advisors may reach out to faculty for additional information. Faculty can view the name and email of a student's assigned advisor through Penn's Courses InTouch "Class List" feature.

ADDITIONAL USER GUIDELINES

- Information about students' academic performance entered and accessed in CPN is considered an "education record" and its privacy is protected by federal law and Penn's confidentiality policy.

- CPN should be reserved for communicating with students about academic concerns, and should not be used for general course information.

- Because various faculty and administrators have access to a student's course problem notices, CPN users should keep in mind that their comments will be seen by parties other than students.

HELP

Questions and feedback about CPN should be addressed to the Undergraduate Division Courses InTouch administrator, Kendal Barbee, at krb93@wharton.upenn.edu.

A complete Courses InTouch user guide is available on the registrar webpage:
www.upenn.edu/registrar/CIT/cit-version1.pdf.

	Details

Name:
Penn Id:
Classification: **SR**
Primary Major:
Primary Division:
Registered Section:
MGMT-265-001

Notice Date:**09/24/2014**
Sent by:**Rosenkopf, Lori**
Course:**MGMT-265-001: Culture of Technology: Culture and Institutions of the Tech Sector:Bridging Research & Practice**
Term:**2014C**

Your work is unsatisfactory at this time due to:

☐ Poor test results
☐ Too many classes/labs missed
☑ Assignment(s) not well prepared
☐ Work far from commensurate with ability
☐ Unsatisfactory lab performance
☐ Unsatisfactory clinical performance
☐ Too often late in arriving
☐ Other (see Comments below)

We advise you to discuss this problem with your:

☑ Instructor
☑ T.A.
☐ Advisor
☐ Advising Office
☐ Tutor
☐ Weingarten Learning Resources Center

Comments:

John, I only see 1 out of the 6 possible research briefs submitted. With the two passes allowed, that still means you've missed 3. Let's touch base to make sure you can get back on track. Prof R

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