

## Contents

What is ASPSA? .....	2
What does ASPSA do? .....	2
Why do we ask for Instructor Feedback? .....	2
Can professors share grades and academic information with the ASPSA staff? .....	2
What happens after I submit feedback for students? .....	2
Which students do I need to provide feedback for? .....	2
When can I submit an ASPSA Instructor Feedback Report? .....	3
What does the Instructor Feedback notification email look like? .....	3
Can Teaching Assistants (TAs) enter Instructor Feedback Reports? .....	4
How do I enter Instructor Feedback Reports for students? .....	4
Who can see a student's Instructor Feedback Reports? .....	5
Who can I contact for questions or feedback regarding Instructor Feedback Reports? .....	5
Why am I getting so many emails? .....	5

### What is ASPSA?

ASPSA is the abbreviation for the **Academic Support Program for Student-Athletes**. They are a department under the Office of the Executive Vice Chancellor and Provost, designed to collaborate with faculty, the Department of Athletics and the campus community to support student-athletes.

### What does ASPSA do?

The ASPSA helps student-athletes explore their academic interests and abilities as well as provides numerous academic services including tutoring, secondary academic and career advising, assistance with University and NCAA eligibility, and coordination of academic honors and awards. For more information, visit <http://aspsa.unc.edu/about-us/>

### Why do we ask for Instructor Feedback?

The projected grades and comments that you provide via the Instructor Feedback Form are very important to our efforts to appropriately support the student-athletes as they strive to achieve academic success at UNC. **This information is valuable and assists the academic counselors in managing academic support for student-athletes and offering proper guidance to campus services and resources.**

### Can professors share grades and academic information with the ASPSA staff?

Yes, the University Registrar has verified that providing feedback on individual student-athletes in response to these requests is allowable under FERPA, as this is a well-established student support process and the information is being shared with other University officials to help identify which students need assistance and what type of assistance they may require. If there are any questions, please feel free to contact the Registrar directly.

### What happens after I submit feedback for students?

- The information you include in your submission will be **shared with an ASPSA Academic Counselor** who is assigned to the sport of that student.
- Based on the information you provide, the Academic Counselor may work with the student to identify additional resources on campus, guide the student on additional study strategies for academic success, or recommend the student meet with you during office hours.
- The Academic Counselor may also **share relevant information with the coaches** when their partnership in the student's academic success plan is helpful.
- If there is a sensitive matter that you would like to discuss with an academic counselor, you may check the box to indicate that you would like an ASPSA academic counselor to contact you directly.

### Which students do I need to provide feedback for?

ASPSA would like to receive current grade and attendance feedback for **all student-athletes**. Additional comments are optional but would be appreciated when additional information might be helpful to the counselors who are supporting the student. We will provide a list (via email) of all student-athletes who are enrolled in classes in which you are the primary instructor.

## When can I submit an ASPSA Instructor Feedback Report?

ASPSA will send an email twice during each Fall and Spring semester. You will have **1-2 weeks after the ASPSA notification email is generated** to submit your Instructor Feedback Reports. The due date will be included in the notification email that you receive. If at any time, you would like to share information about a student-athlete's progress, an email can be sent to [ASPSA@unc.edu](mailto:ASPSA@unc.edu) or directly to the student-athlete's academic counselor ([ASPSA Staff page](#)).

## What does the Instructor Feedback notification email look like?

An email like the one below will be sent from "Michelle Brown <ASPSA@unc.edu>"



Dear UNC Professor:

The Academic Support Program for Student-Athletes (ASPSA), a division under the Office of the Executive Vice Chancellor and Provost, is interested in the academic progress of the student(s) listed in the table below.

Please visit our website <http://aspsa.unc.edu/> for more information regarding the ASPSA and our services or take a look at the [Frequently Asked Questions](#) for information regarding this online Instructor Feedback Report for Student-Athletes.

Within the next 7 days, please provide feedback about these students by clicking the button below. You will need this email to copy-paste the information below to the form.

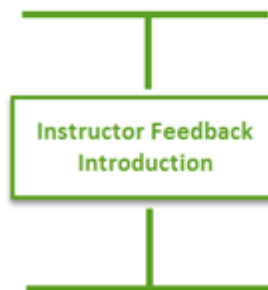
Current Term: **2016 Summer II**  
Feedback Due Date: **2016-07-05**  
Total Number of Students: 3

### NAVIGATING RESEARCH UNIVERSITY

Name, PID, Course, Sport
Jennifer Apple, 720XXXXXX, EDUC 130 001, WSO
George Bacon, 720XXXXXX, EDUC 130 001, WSO
James Carrot, 720XXXXXX, EDUC 130 001, WSO

Note: for best results, please use a desktop or laptop computer.

Click here for Instructor Feedback Form



Important Information

Student-Athletes who are enrolled in your classes

Link to Online Form

If we can be of any further assistance, please do not hesitate to contact me directly. In advance, thank you for taking the time to complete the Instructor Feedback Report.

Sincerely,  
Michelle Brown

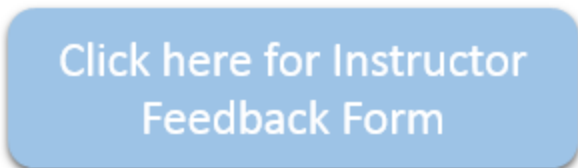
**Michelle Brown, Ed.D.**  
Assistant Provost & Director  
Academic Support Program for Student-Athletes (ASPSA)  
<http://aspsa.unc.edu/about-us/staff/michellebrown@unc.edu>  
(919) 962-9533

Can Teaching Assistants (TAs) enter Instructor Feedback Reports?

**Yes.** You may **forward the Instructor Feedback notification email** and link to your TAs if you their involvement in providing feedback is appropriate and/or their insights would be useful to ASPSA in their goal of supporting students' academic success.

How do I enter Instructor Feedback Reports for students?

1. Click the link that is provided in the notification email



2. Login with your Onyen and Onyen password



Single Sign-On

Onyen -or- UNC Guest ID

Password

[Sign in](#)

Reset password for [Onyen](#) | [UNC Guest ID](#) or get [help](#).

**Important** To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.

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3. Enter the number of students for which you will provide feedback and enter attendance information and click next. (Maximum: 20 students per form submission)

Number of students?\*

Do you take attendance?\*

Yes, I do take attendance

No, I do not take attendance

Online Course - No Attendance Req.

4. Enter Student Feedback

**Name, PID, Course, Sport\***  
  
Enter value from "Student Information" above

**Student Status\***

Alert Counselor - This student requires immediate assistance

**Estimated Current Grade**

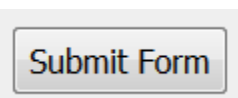
**Exact Grade**

**Estimated Percent of Final Grade**

**Comments**

**Would you like an academic counselor to contact you regarding this student?\***  
 Yes  
 No

- a. **Name, PID, Course, Sport** – Copy and Paste from email
  - b. **Student Status** – Indicate if student is meeting expectations
  - c. **Alert Counselor** – If student is not meeting expectations this option will alert the counselors that the student needs immediate assistance
  - d. **Attendance** (if applicable)
  - e. **Estimated Current Grade** – Select grade range or “I have exact grade”
    - i. **Exact Grade** – option appears if applicable
  - f. **Estimated Percent of Final Grade** – Select estimated percent range
  - g. **Comments** – Include academic or non-academic feedback that would be helpful to the ASPSA counselors who are supporting students
  - h. **Would you like an academic counselor to contact you regarding this student?** – defaults to no. If “Yes” is selected, contact question “i” appears.
  - i. **You indicated that you would like us to contact you. How would you like us to contact you?** (if applicable) - select the appropriate mode of contact:
    - i. Email – UNC Email address
    - ii. Phone – phone number listed in the directory
    - iii. Other (specify in the text box)
5. When all feedback has been entered, click Submit Form button



### Who can see a student's Instructor Feedback Reports?

These reports are stored on a secure database and are FERPA protected. **Only ASPSA staff are granted access to review the reports in full.**

### Who can I contact for questions or feedback regarding Instructor Feedback Reports?

Please email [ASPSA@unc.edu](mailto:ASPSA@unc.edu) with any questions or feedback.

### Why am I getting so many emails?

Each semester we will send out two rounds of requests. Each round will consist of an initial email request, as well as a reminder email. Due to limitations with the technology, everyone will receive the reminder email even if the information has already been submitted. Please ignore the reminder email if you have already submitted information on the student-athletes in your course. The first email will come in week 6 of the semester, followed by the reminder in week 7. The second round of requests will come in week 11, followed by the reminder in week 12.