

Student Feedback Forms (SFF) - Fall 2023 Administration

Banner Lock Down Dates*

7A	7B	Japan	Rome	Full Term Courses
Wednesday, November 1, 2023				

Schools/Colleges must review courses that appear in the SFF staging area (SFF Admin Panel) before the lock-down date listed above. All data changes must be corrected in Banner and they will appear in the staging area the next day. All Schools/Colleges should send a confirmation to IRA that courses have been carefully checked for accuracy and are ready to be moved into production, before the lock down date. Remember, submit start/end dates for courses that have no dates listed in course file (i.e., Short Duration courses, etc.). Schools/Colleges will assume responsibility for instructor and student communication for any date set outside this administration schedule.

University Email Schedule

Instructor emails	Thursday, September 21, 2023	Monday, November 6, 2023	Monday, November 6, 2023	Tuesday, November 14, 2023	Wednesday, November 1, 2023
	Monday, October 2, 2023	Wednesday, November 15, 2023	Wednesday, November 15, 2023	Tuesday, November 21, 2023	Monday, November 13, 2023
	Thursday, October 5, 2023	Monday, November 20, 2023	Monday, November 20, 2023	Monday, November 27, 2023	Wednesday, November 15, 2023
	Thursday, October 12, 2023	Tuesday, December 5, 2023	Wednesday, November 29, 2023	Tuesday, December 5, 2023	Monday, December 4, 2023

Student emails	Thursday, October 5, 2023	Monday, November 20, 2023	Monday, November 20, 2023	Monday, November 27, 2023	Wednesday, November 15, 2023
	Monday, October 9, 2023	Monday, November 27, 2023	Wednesday, November 22, 2023	Thursday, November 30, 2023	Tuesday, November 21, 2023
	Wednesday, October 11, 2023	Thursday, November 30, 2023	Tuesday, November 28, 2023	Tuesday, December 5, 2023	Monday, November 27, 2023
	Friday, October 13, 2023	Tuesday, December 5, 2023	Friday, December 1, 2023	Wednesday, December 6, 2023	Wednesday, November 29, 2023
	Monday, October 16, 2023	Friday, December 8, 2023	Monday, December 4, 2023	Friday, December 8, 2023	Friday, December 1, 2023
		Tuesday, December 12, 2023			Tuesday, December 5, 2023
					Thursday, December 7, 2023
					Saturday, December 9, 2023
					Monday, December 11, 2023

SFF Closed at 8:00 AM	Tuesday, October 17, 2023	Wednesday, December 13, 2023	Wednesday, December 6, 2023	Sunday, December 10, 2023	Wednesday, December 13, 2023
			<i>Closes at 9:00 PM (Japan)</i>	<i>Closes at 2:00 PM (Rome)</i>	
<i>Main Campus Fall Break</i>	<i>Monday, November 20 - Sunday, November 26</i>				
<i>Final Exams</i>	N/A	N/A	12/7 - 12/13	12/11 - 12/14	12/13 - 12/19
<i>Grading Period</i>	10/12 - 10/19	12/7 - 12/14	12/5 - 12/12/16	12/8 - 12/21	12/14 - 12/22
<i>Last Day to Withdraw</i>	10/9/2023	12/4/2023	12/4/2023	12/6/2023	12/11/2023

It is imperative that course data is checked/confirmed before Banner access is locked down.

*Banner locks down @3:00 PM	Instructor reminders to add items to the SFF at the "My Course" level	SFF open for instructors from Item Bank must be added by 11:59pm the night before SFF opens for instructors/students) (Items	SFF open for students
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