Student Feedback Forms (SFF) - Fall 2024 Administration

	7A	7B	Japan	Rome	Full Term Courses
Banner Lock Down Dates*			Friday, November 8, 2024		

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

	7A	7B	Japan	Rome	Full Term Courses
Instructor emails	Thursday, September 19, 2024	Monday, November 6, 2023	Wednesday, October 30, 2024	Thursday, December 19, 2024	Wednesday, October 30, 2024
	Monday, September 30, 2024	Wednesday, November 15, 2023	Friday, November 8, 2024	Thursday, December 26, 2024	Friday, November 8, 2024
	Thursday, October 3, 2024	Wednesday, November 20, 2024	Wednesday, November 13, 2024	Monday, December 2, 2024	Wednesday, November 13, 2024
	Thursday, October 10, 2024	Wednesday, December 4, 2024	Wednesday, November 27, 2024	Tuesday, December 10, 2024	Monday, December 2, 2024
Student emails	Thursday, October 3, 2024	Wednesday, November 20, 2024	Wednesday, November 13, 2024	Monday, December 2, 2024	Wednesday, November 13, 2024
	Monday, October 7, 2024	Tuesday, December 3, 2024	Monday, November 18, 2024	Thursday, December 5, 2024	Friday, November 15, 2024
	Wednesday, October 9, 2024	Thursday, December 5, 2024	Wednesday, November 20, 2024	Friday, December 6, 2024	Monday, November 18, 2024
	Friday, October 11, 2024	Friday, December 6, 2024	Tuesday, November 26, 2024	Monday, December 9, 2024	Thursday, November 21, 2024
	Monday, October 16, 2023	Tuesday, December 10, 2024	Friday, November 29, 2024	Wednesday, December 11, 2024	Tuesday, November 26, 2024
			Monday, December 2, 2024		Monday, December 2, 2024
					Wednesday, December 4, 2024
					Saturday, December 7, 2024
					Monday, December 9, 2024
					Tuesday, December 10, 2024
SFF Closed at 8:00 AM	*Tuesday, October 15, 2024*	*Wednesday, December 11, 2024*	*Wednesday, December 4, 2024*	*Thursday, December 12, 2024*	*Wednesday, December 11, 2024*
			Closes at 9:00 PM (Japan)	*Closes at 2:00 PM (Rome)*	
Main Campus Fall Break	*Monday, November 25 - Sunday, December 1*				
Final Exams	N/A	N/A	12/5 - 12/11	12/16 - 12/20	12/11 - 12/17
Grading Deadline	10/17/2024	12/12/2024	12/14/2024	12/24/2024	12/20/2024
Last Day to Withdraw	10/7/2024	12/2/2024	12/2/2024	12/12/2024	12/9/2024

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 (Items from Item Bank must be added by 11:59pm the night before SFF opens for instructors/students)	SFF open for students