

Student Feedback Forms (SFF) - Spring 2024 Administration

Banner Lock Down Dates*

7A	7B	Japan	Rome	Full Term Courses
Thursday, April 4, 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

Instructor emails	Thursday, February 15, 2024	Thursday, April 4, 2024	Wednesday, March 20, 2024	Thursday, March 21, 2024	Wednesday, March 27, 2024
	Monday, February 26, 2024	Monday, April 15, 2024	Thursday, March 28, 2024	Monday, April 1, 2024	Thursday, April 4, 2024
	Thursday, February 29, 2024	Thursday, April 18, 2024	Wednesday, April 3, 2024	Thursday, April 4, 2024	Wednesday, April 10, 2024
	Tuesday, March 5, 2024	Tuesday, April 23, 2024	Thursday, April 11, 2024	Wednesday, April 10, 2024	Monday, April 22, 2024

Student emails	Thursday, February 29, 2024	Thursday, April 18, 2024	Wednesday, April 3, 2024	Thursday, April 4, 2024	Wednesday, April 10, 2024
	Monday, March 4, 2024	Monday, April 22, 2024	Friday, April 5, 2024	Tuesday, April 9, 2024	Friday, April 12, 2024
	Wednesday, March 6, 2024	Wednesday, April 24, 2024	Tuesday, April 9, 2024	Friday, April 12, 2024	Monday, April 15, 2024
	Friday, March 8, 2024	Friday, April 26, 2024	Thursday, April 11, 2024	Monday, April 15, 2024	Thursday, April 18, 2024
	Monday, March 11, 2024	Tuesday, April 30, 2024	Monday, April 15, 2024	Wednesday, April 17, 2024	Tuesday, April 23, 2024
					Wednesday, April 24, 2024
					Thursday, April 25, 2024
					Saturday, April 27, 2024
					Monday, April 29, 2024

SFF Closed at 8:00 AM	Tuesday, March 12, 2024	Wednesday, May 1, 2024	Wednesday, April 17, 2024	Thursday, April 18, 2024	Wednesday, May 1, 2024
	<i>Closes at 8:00 AM</i>	<i>Closes at 8:00 AM</i>	<i>Closes at 9:00 PM (Japan)</i>	<i>Closes at 2:00 PM (Rome)</i>	<i>Closes at 8:00 AM</i>
<i>Main Campus Spring Break</i>	<i>Monday, March 4 - Sunday, March 10</i>				
<i>Final Exams</i>	N/A	N/A	4/18 - 4/24	4/19 - 4/25	5/1 - 5/7
<i>Grading Period</i>	3/7 - 3/14		4/17 - 4/27	4/21 - 5/3	5/2 - 5/10
<i>Last Day to Withdraw</i>	3/4/2024	4/22/2024	4/15/2024	4/18/2024	4/29/2024

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
------------------------------------	---	--	-----------------------