

Student Feedback Forms (SFFs) - Spring 2025 Administration

	7A	7B	Japan	Rome	Full Term Courses
Banner Lock Down Date*	Thursday, April 3, 2025				
<p><i>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.</i></p>					
University Email Schedule					
Instructor emails	Thursday, February 13, 2025	Thursday, April 3, 2025	Wednesday, March 19, 2025	Thursday, March 20, 2025	Wednesday, March 26, 2025
	Monday, February 24, 2025	Monday, April 14, 2025	Thursday, March 27, 2025	Monday, March 31, 2025	Thursday, April 3, 2025
	Thursday, February 27, 2025	Thursday, April 17, 2025	Wednesday, April 2, 2025	Thursday, April 3, 2025	Wednesday, April 9, 2025
	Monday, March 3, 2025	Tuesday, April 22, 2025	Thursday, April 10, 2025	Wednesday, April 9, 2025	Monday, April 21, 2025
Student emails	Thursday, February 27, 2025	Thursday, April 17, 2025	Wednesday, April 2, 2025	Thursday, April 3, 2025	Wednesday, April 9, 2025
	Friday, February 28, 2025	Monday, April 21, 2025	Friday, April 4, 2025	Monday, April 7, 2025	Friday, April 11, 2025
	Tuesday, March 4, 2025	Wednesday, April 23, 2025	Tuesday, April 8, 2025	Wednesday, April 9, 2025	Monday, April 14, 2025
	Wednesday, March 5, 2025	Friday, April 25, 2025	Thursday, April 10, 2025	Friday, April 11, 2025	Thursday, April 17, 2025
	Friday, March 7, 2025	Monday, April 28, 2025	Monday, April 14, 2025	Monday, April 14, 2025	Tuesday, April 22, 2025
		Tuesday, April 29, 2025	Tuesday, April 15, 2025	Wednesday, April 16, 2025	Wednesday, April 23, 2025
					Thursday, April 24, 2025
					Saturday, April 26, 2025
					Monday, April 28, 2025
				Tuesday, April 29, 2025	
SFF Closes at 8:00 AM	Monday, March 10, 2025	Wednesday, April 30, 2025	Wednesday, April 16, 2025	Thursday, April 17, 2025	Wednesday, April 30, 2025
	<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>
Main Campus Spring Break	<i>Monday, March 3 - Sunday, March 9</i>				
Final Exams	N/A	N/A	4/17 - 4/23	4/18 - 4/24	4/30 - 5/6
Grading Period	3/6 - 3/13	4/24 - 5/1	4/16 - 4/26	4/19 - 4/29	5/1 - 5/9
Last Day to Withdraw	3/3/2025	4/21/2025	4/14/2025	4/17/2025	4/28/2025
<i>It is imperative that course data is checked/confirmed before Banner access is locked down.</i>					
*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