2025-2026
OSU Student Survey of Instruction (SSI) Timeline
(Using Qualtrics Course Evaluations)

FALL 2025

August 18	Memo to faculty and deans from Provost informing of policy regarding evaluation of instruction and use of SSI for all courses.
August 29	Restrictive Drop/Add Deadline.
September 1	UAT will send college SSI coordinators an Excel file listing all courses (master list) and course needing codes information; coordinators will indicate in the file which courses will participate in the SSI process (master list). SSI coordinators should work with departments to ensure instructor names are listed on all courses to be surveyed in Banner between this date and the deadline below.
September 19	SSI coordinators return the master list to UAT indicating courses participating in the SSI.
September 29	Provost email to instructors regarding both regular administration and short-course administration. Email includes survey directions to share with students, open/close dates, and best practice information for in-class delivery to encourage student responses.
October 1	Short-course SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
October 6	Instructors receive reminder that the survey closes the following Friday.
October 7	Provost Reminder email to students to complete the SSI prior to the survey closing.
October 10	Short-course SSI closes for student access at 11:00PM CST.
November 10	Last Day for instructor names to be added to course sections in Banner in order to be included in Fall SSI.
November 21	Provost email to instructors regarding regular administration opening. Email includes survey directions to share with students, open/close dates, and best practice information for in-class delivery to encourage student responses.
November 24	SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
December 1	Instructors receive reminder that the survey closes the following Friday.
December 2	Provost Reminder email to students to complete the SSI prior to the survey closing.
December 5	SSI closes for student access at 11:00PM CST.
December 18	Instructors receive the link to the Qualtrics survey results dashboards via email. SSI coordinators and department heads receive the link to the Qualtrics survey results dashboards via email.

SPRING 2026

January 12   Memo to faculty and deans from Provost informing of policy regarding evaluation of instruction and use of SSI for all courses.

January 23   Restrictive Drop/Add Deadline.

January 26   UAT will send college SSI coordinators an Excel file listing <u>all</u> courses (master list) and course needing codes information; coordinators will indicate in the file which courses will participate in the SSI process (master list). SSI coordinators should work with departments to ensure instructor names are listed on all courses to be surveyed in Banner between this date and the deadline below.

February 13   SSI coordinators return the master list to UAT indicating courses participating in the SSI.

February 23   Provost email to instructors regarding both regular administration and short-course administration. Email includes survey directions to share with students, open/close dates, and best practice information for in-class delivery to encourage student responses.

February 25   Short-course SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.

March 2   Instructors receive reminder that the survey closes the following Friday.

March 3   Provost reminder email to students to complete the SSI prior to the survey closing.

March 6   Short-course SSI closes for student access at 11:00PM CST.

April 6   Last day for instructor names to be added to course sections in Banner in order to be included in Spring SSI.

April 17   Provost email to instructors regarding regular administration opening. Email includes survey directions to share with students, open/close dates, and best practice information for in-class delivery to encourage student responses.

April 20   SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.

April 27   Instructors receive reminder that the survey closes the following Friday.

April 28   Provost reminder email to students to complete the SSI prior to the survey closing.

May 1   SSI closes for student access at 11:00PM CST.

May 14   Instructors receive the link to the Qualtrics survey results dashboards via email. SSI coordinators and department heads receive the link to the Qualtrics survey results dashboards via email.

SUMMER 2026

June 15	UAT will send college SSI coordinators an Excel file listing <u>all</u> Summer courses (master list). All four sessions are included. Coordinators indicate in the master list which courses will participate in SSI.
July 3	SSI coordinators return master list to UAT indicating courses participating in the SSI.
July 13	Last day for instructor names to be added to course sections in Banner in order to be included in Summer SSI.
July 20	Provost email to instructors. Email includes survey directions to share with students, open/close dates, best practice information for in-class delivery, and a reminder to encourage student responses, especially for completed May and June course sections.
July 22	SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
July 27	Instructors receive reminder that the survey closes the following Friday.
July 28	Provost reminder email to students to complete the SSI prior to the survey closing.
July 31	SSI closes for student access at 11:00PM CST.
August 7	Instructors receive the link to the Qualtrics survey results dashboards via email. SSI coordinators and department heads receive the link to the Qualtrics survey results dashboards via email.