

2026-2027

OSU Student Survey of Instruction (SSI) Timeline

(Using Qualtrics Course Evaluations)

FALL 2026

- August 17 Memo to faculty and deans from Provost informing of policy regarding evaluation of instruction and use of SSI for all courses.
- August 28 Restrictive Drop/Add Deadline.
- August 31 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 18 SSI coordinators return the master list to UAT indicating courses participating in the SSI.
- September 28 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.
- September 30 Short-course SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
- October 5 Instructors receive reminder that the survey closes the following Friday.
- October 6 Provost Reminder email to students to complete the SSI prior to the survey closing.
- October 9 Short-course SSI closes for student access at 11:00PM CST.
- November 9 Last Day for instructor names to be added to course sections in Banner in order to be included in Fall SSI.
- November 20 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 23 SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
- November 30 Instructors receive reminder that the survey closes the following Friday.
- December 1 Provost Reminder email to students to complete the SSI prior to the survey closing.
- December 4 SSI closes for student access at 11:00PM CST.
- December 17 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 2027

January 11	Memo to faculty and deans from Provost informing of policy regarding evaluation of instruction and use of SSI for all courses.
January 22	Restrictive Drop/Add Deadline.
January 25	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 12	SSI coordinators return the master list to UAT indicating courses participating in the SSI.
February 22	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 24	Short-course SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
March 1	Instructors receive reminder that the survey closes the following Friday.
March 2	Provost reminder email to students to complete the SSI prior to the survey closing.
March 5	Short-course SSI closes for student access at 11:00PM CST.
April 5	Last day for instructor names to be added to course sections in Banner in order to be included in Spring SSI.
April 16	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 19	SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
April 26	Instructors receive reminder that the survey closes the following Friday.
April 27	Provost reminder email to students to complete the SSI prior to the survey closing.
April 30	SSI closes for student access at 11:00PM CST.
May 13	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 2027

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| June 14 | 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 1 | SSI coordinators return master list to UAT indicating courses participating in the SSI. |
| July 12 | Last day for instructor names to be added to course sections in Banner in order to be included in Summer SSI. |
| July 19 | 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 21 | SSI opens for student access. Provost email to students informing them of survey opening and directions for completion. |
| July 26 | Instructors receive reminder that the survey closes the following Friday. |
| July 27 | Provost reminder email to students to complete the SSI prior to the survey closing. |
| July 30 | SSI closes for student access at 11:00PM CST. |
| August 5 | 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. |