Student Evaluation of Teaching Semester Timeline
Fall 2023

	Deadline	Event	Regularly Scheduled Courses
	Add/Drop Deadline (10th Day of the Semester)	BPIR uses the data in Student Admin at this date to determine which courses to evaluate and when. The survey timeline is based on **the last scheduled day of the course**.	Monday, September 11, 2023
Question Personalization	7 Days **BEFORE** Survey Start Date	Question Personalization Session begins. An email is sent to faculty with instructions to add three open-ended questions to their survey, if they wish to do so.	Friday, November 17, 2023*
	4 Days **BEFORE** Survey Start Date	First Question Personalization reminder email is sent.	Monday, November 20, 2023*
	1 Day **BEFORE** Survey Start Date	Second Question Personalization Reminder email is sent.	Thursday, November 23, 2023*
Surveys	Survey Start Date	Evaluations invitation emails are sent two weeks before the **last scheduled day of the course**, unless the course is shorter than 6 weeks, then it is sent one week before the **last scheduled day of the course**. Once the survey begins, faculty will no longer be able to add open-ended questions.	Friday, November 24, 2023*
	4 Days **AFTER** Survey Start Date	First faculty reminder email is sent.	Tuesday, November 28, 2023*
	5 Days **AFTER** Survey Start Date	First student reminder email is sent.	Wednesday, November 29, 2023*
	10 Days **AFTER** Survey Start Date	Second faculty reminder email is sent.**	Monday, December 4, 2023*
	12 Days **AFTER** Survey Start Date	Second student reminder email is sent.**	Wednesday, December 6, 2023*
	Last Scheduled Day of the Course in Student Admin	Survey Ends at 11:59pm	Friday, December 8, 2023*
Reports	1 Day **AFTER** semester grades are due	Semester grades are due on Wed, December 20, 2023 at 4pm. Surveys cannot be extended after this day and reports will not be generated before this date.	Thursday, December 21, 2023

*Early Ending courses whose last scheduled day does not fall on Dec 8th, may have different dates.
**If the course is shorter than 6 weeks, these reminder emails will not be sent.
For questions about irregularly scheduled courses and their deadlines, please contact seteaching@uconn.edu