

SOTE Schedule for 2017/18 AY - UPDATE

Departments are expected to adhere to all timelines

Quarter	Date Range for Exclusion Approval Process	Census Date	Due Dates for Departments to Enter Exclusions in PS	SOTE Forms & Labels will be delivered by Printing Services	Date Range for SOTE's to be Administered	Departments to return SOTE's to Tech Center	ECS and ACBI to process SOTE Data	Dates SOTE's Available Online
FALL Sept. 13, 2017 – Dec. 12, 2017	Sept. 13 – Oct. 11	Oct. 11	October 17	November 1	Nov. 9 – Dec. 4	December 7	Dec. 8 - 22	Dec. 22, 2017
WINTER Jan. 3, 2018 – Mar. 27, 2018	Jan. 3 – Jan. 29	Jan. 29	February 2	February 20	Feb. 27 – Mar. 19	March 22	Mar. 23 – Apr. 11	Apr. 11, 2018
SPRING Apr. 2, 2018 – June 19, 2018	Apr. 2 – Apr. 20	Apr. 20	April 25	May 14	May 21 – June 11	June 14	June 15 – 28	July 3, 2018

Classes to be Evaluated. Written or electronic student evaluation shall be required for all classes that faculty teach, with the following exceptions:

- i. Classes with enrollments of fewer than five students;
- ii. Field experiences, thesis research, distance learning through interactive televised video, independent project/study, recitations, and internships; and
- iii. Team-taught classes.



FAM 820.5 (effective Fall 2017)

4.2. During the **7th** week of classes, colleges/departments/schools shall prepare and distribute SOTE packages to the faculty members. Faculty members shall then, at a convenient time between the **eighth and tenth** week of classes, select a student in each class to administer the SOTEs in accordance with the written instructions. [http://senate.csusb.edu/FAM/Policy/\(FSD87-25.R7\)SOTE.pdf](http://senate.csusb.edu/FAM/Policy/(FSD87-25.R7)SOTE.pdf)

If you have any questions or need additional information, contact Luisa Hawkins (ACBI) Ext. 77453