

SOTE Schedule for 2018/19 AY

Departments are expected to adhere to all timelines

Quarter	Date Range for Exclusion Approval through	Census Date	Due Dates for Departments to Enter Exclusions in PS	ACBI deliver files to Printing Services	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 (Last day mail pick up)	ECS and ACBI to process SOTE Data	Dates SOTE's Available Online
FALL Sept.12, 2018 – Dec. 11, 2018	Sept. 12 – Oct. 10	Oct. 10	October 15	Oct. 22	October 31	Nov. 7 – Dec. 3	December 6	Dec. 7 - 21	December 21
WINTER Jan. 2, 2019 – Mar. 26, 2019	Jan. 2 – Jan. 27	Jan. 28	February 1	Feb. 11	February 18	Feb. 25 – Mar. 18	March 21	Mar. 22 – Apr. 12	April 12
SPRING Apr. 2, 2019 – June 18, 2019	Apr. 2 – Apr. 19	Apr. 22	April 26	May 3	May 10	May 17 – June 10	June 13	June 14 – July 2	July 2

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, email SOTES@csusb.edu