

# 2025 CCSSE In-Class Paper Administration Timeline

Step	Task	Due Date	Responsible
	Link to data verification form emailed to Campus Coordinator	Monday, December 2, 2024	CCSSE Liaison
1	Complete data verification form	By Friday, Dec 6, 2024	Campus Coordinator
2	Ensure <a href="#">President's Memo to Faculty, Staff, and Administrators</a> is sent	January 2025	
3	Send course file to CCSSE liaison	February 10, 2025	
	Sample file sent to Campus Coordinator	February 24, 2025	CCSSE Liaison
4	Review random sample, e-mail confirmation of sample file to CCSSE liaison	February 24, 2025	Campus Coordinator
5	Send <a href="#">Campus Coordinator's Letter</a> to instructors of classes selected for surveying	Week of February 24, 2025	
	Confirm <a href="#">oversample</a> details, submit oversample agreement form (if applicable)	By Friday, March 7, 2025	
	Survey administration materials sent to Campus Coordinator	March 1, 2025	CCCSE
6	Schedule in-class survey administration (see <a href="#">Scheduling Letter</a> template)	March 3 – April 2025	Survey Administrators
7	In-class survey administration	March 17 – April 30, 2025	
	ALL COMPLETED SURVEYS MUST BE RECEIVED FOR INCLUSION IN CCSSE DATA ANALYSIS	WEDNESDAY, MAY 7, 2025	
	Institutional reports and Executive Summary of Results available to college president and Campus Coordinator	July 31, 2025	CCCSE

*Invoices for CCSSE 2025 will be sent to college presidents on or around April 1, 2025, with payment due June 1, 2025.*