



The UNIVERSITY of OKLAHOMA®
Office of the Senior Vice President and Provost

MEMORANDUM

TO: All University of Oklahoma – Norman Campus Instructors

FROM: André-Denis G. Wright 
Senior Vice President and Provost, Norman Campus

DATE: December 1, 2025

SUBJECT: Guidelines for Administering the Course Reflection Survey

The Course Reflection Survey is an evidence-backed instrument designed for students to provide feedback on their experiences in the classroom.

OU's mission is to *provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society*. As instructors, we are further charged to help prepare students for a life of success, meaning, service, and positive impact. The strategic plan also charges our campus to support professional development, innovation, and teaching excellence at all levels, while developing fair and rigorous metrics for evaluating teaching effectiveness, and reward and promote outstanding performance. Meaningful student feedback is an important component of faculty development and evaluation aimed at helping faculty develop, grow, and amplify excellent teaching practices throughout their careers.

Please remember that there are **3 proven ways to increase student response rate**: 1. Explain the importance of their feedback to students. 2. Give students time in class to do the survey. 3. Offer students a small amount of extra credit if some high percentage of the class fills out the survey. You are welcome to use the attached slides for talking with students about how their feedback is used.

More information about the Course Reflection Survey and its evidence-based development can be reviewed on the [Provost's Office website](#).

Guidelines

Please review the specific date that the survey window opens for each section that you teach. You can log into the [Course Reflection Survey website](#) at any time during the semester to determine when the survey window(s) open for your course(s).

Courses that meet for **9 to 16 weeks** have survey windows that open 14 days prior to the last teaching day before finals week. For the fall 2025 semester, the survey window will open at 12:00 am on December 1 and will remain open until 11:59 pm on December 14.

Courses that meet for **5 to 8 weeks** have survey windows that open 7 days prior to the last day the section meets. These survey windows are section-specific so please check on the [Course Reflection Survey website](#) for more information.

Courses that meet for **4 weeks or less** have survey windows that open 3 days prior to the last day the section meets. These survey windows are section-specific so please check on the [Course Reflection Survey website](#) for more information.

If your course does not fall into one of these categories or has special circumstances, please contact the Course Reflection Survey team at coursereflection@ou.edu with a brief explanation of why you would like to request an alternate survey window.

cc: Aaron Biggs, Associate Provost for Academic Technology