

EvaluationKIT Timeline*

January Term 2018

**Pre-Survey Open Period – for Chairs/Instructors	Friday, January 5 – Wednesday, January 24(11:59p.m.)
Default Evaluation Period Open	Thursday, January 25 – Thursday, January 31
Final Grades Due	Tuesday, February 6
Results Available	Tuesday, February 13

- Mid-Semester evaluations are not available for J-Term
- Default evaluation period is 7 days for regular J-Term courses and 5 days for early ending courses
- Student Communications:
 - pre-survey notification 3 days prior to the start of each survey
 - survey invitation on the day their survey(s) opens
 - Reminder emails every 2 days until survey(s) is completed

PLU January Term 2018 (January 3 – January 31) Key Dates

Classes Begin Wednesday, January 3

Martin Luther King Day Monday, January 15 – No classes, PLU offices closed

Classes End Wednesday, January 31 (20 M-F class days)

Final Grades Due Tuesday, February 7

*Timeline is based on the PLU Academic Calendar

Instructors can customize their evaluation period, verify their course and enrollment information and add custom questions. Any changes/additions **MUST be made prior to the default survey start date.