

## EvaluationKIT Timeline\*

# January Term 2019

**Pre-Survey Open Period – for Chairs/Instructors	Tuesday, January 8 – Wednesday, January 23
Default Evaluation Period Open	Thursday, January 24 – Wednesday, January 30
Final Grades Due	Tuesday, February 5
Results Available	Tuesday, February 12

- 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 2 – January 30) Key Dates**

Classes Begin Wednesday, January 2

Martin Luther King Day Monday, January 21 – No classes, PLU offices closed

Classes End Wednesday, January 30 (20 M-F class days)

Final Grades Due Tuesday, February 5

\*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.