

EvaluationKIT Timeline*

January Term 2021

**Pre-Survey Open Period – for Chairs/Instructors	Monday, January 25 – Friday, February 5
Default Evaluation Period Open	Saturday, February 6 – Friday, February 12
Final Grades Due	Tuesday, February 16
Results Available	Tuesday, February 23

- 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 2021 (January 4 – February 12) Key Dates

School of Nursing Classes Begin Monday, January 4 (Select clinical and didactic classes only)

Martin Luther King Day Monday, January 18 – No classes, PLU offices closed

All Other University Classes Begin Tuesday, January 19

School of Nursing Classes End Friday, January 29 (Select clinical and didactic classes only; 19 M-F class days)

All other University Classes End, Friday, February 12 (19 M-F class days)

Final Grades Due Tuesday, February 16

*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.