

## EvaluationKIT Timeline\*

# January Term 2022

**Pre-Survey Open Period – for Chairs/Instructors	Monday, January 10 – Friday, January 21
Default Evaluation Period Open	Saturday, January 22 – Friday, January 28
Final Grades Due	Friday, February 18
Results Available	Friday, February 25

- Mid-Semester evaluations are not available for J-Term
- Default evaluation period is 7 days for regular J-Term 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 2022 (January 3 – January 28) Key Dates

Classes Begin Monday, January 3

Martin Luther King Day Monday, January 17 – No classes, PLU offices closed

Classes End Friday, January 28 (19 M-F class days)

Final Grades Due Friday, February 18

\*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.