EvaluationKIT Timeline*

January Term 2024

**Pre-Survey Open Period – for Chairs/Instructors	Monday, January 8 – Monday, January 22
Default Evaluation Period Open	Tuesday, January 23 – Tuesday, January 30
Final Grades Due	Tuesday, February 6
Results Available	Tuesday, February 13

* Timeline is based on the PLU Academic Calendar

Mid-Semester Opt-In Evaluations are available for full-term courses only. Instructors must "opt-in" to have their courses evaluated. Results will be made available **ONLY to instructors.

***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.

Important Notes for January Term:

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 Academic Calendar 2023-2024 Key Dates

Classes Begin Tuesday, January 2

Classes End Tuesday, January 30 (19 M-F Class Days)

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

Final Grades Due: Tuesday, February 6