

SPRING 2017 Timeline

Term:	TLC/ VPFA sends Query to Dept POC	Query Due to TLC/ VPFA	Import Courses/ Dropped Students removed	Course Evaluation Release Date	Course Evaluation Close Date	Reports
Spring 2017 (220171)						
Term A: 8 weeks Jan. 9 th – March 3 rd	Friday January 20	Friday January 27	January 30- February 13 *	Monday February 20th at 12:00 am	Thursday March 2nd at 11:59 pm	Reports will be sent and shared with department Point of Contacts (POCs) during the week following submission of grades (week 18)
Term B 8 weeks March 6 th - May 5 th	Monday- Wednesday February 6-8	Friday February 17	March 11 - April 13 *	Wednesday April 26th at 12:00 am	Wednesday May 3rd at 11:59 pm	
Full Term/ 16 weeks Jan 9 th – May 5 th	Monday- Wednesday February 6-8	Friday February 17	March 11 - April 13 *	Monday April 17th at 12:00 am	Sunday April 30th at 11:59 pm	

❖ If any students are dropped, withdrawn from a course, or if any other course changes are made within this period, please personally notify our campus unit immediately. Please note that we cannot fulfill any requests for changes made after the last date (April 13th).

Term A	Term B:	Full Term
Friday January 13, 2017 <ul style="list-style-type: none"> - Departmental Query Spreadsheet from the Office for Faculty Affairs, are sent by Faculty Affairs to Departmental Points of Contact for cross-checking regarding course inclusion/exclusion. 	Monday January 30, 2017 <ul style="list-style-type: none"> - Departmental Query Spreadsheet from the Office for Faculty Affairs, are sent by Faculty Affairs to Departmental Points of Contact for cross-checking regarding course inclusion/exclusion. 	Monday January 30, 2017 <ul style="list-style-type: none"> - Departmental Query Spreadsheet from the Office for Faculty Affairs, are sent by Faculty Affairs to Departmental Points of Contact for cross-checking regarding course inclusion/exclusion.

<p>Friday January 27, 2017</p> <ul style="list-style-type: none"> - Completed Departmental Query Spreadsheets are due to the Office for Faculty Affairs - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due. <p>Monday February 20, 2017</p> <ul style="list-style-type: none"> - Students receive the first email to participate in the Online Evaluation with link and password <p>Wednesday February 22, 2017</p> <ul style="list-style-type: none"> - Students receive reminder emails for course evaluations not yet completed. <p>Tuesday February 28, 2017</p> <ul style="list-style-type: none"> - Instructors with response rates below 40% will receive email notifications. <p>Sunday March 5th, 2017</p> <ul style="list-style-type: none"> - At 11:59 pm student access to the online evaluation system closes. <p>Monday March 6, 2017</p> <ul style="list-style-type: none"> - Response rate reports are sent to department POCs <p>18th week:</p> <ul style="list-style-type: none"> - Following the final grade submission date, the Office for Faculty Affairs begins to send reports to instructors. 	<p>Friday February 10th, 2017</p> <ul style="list-style-type: none"> - Completed Departmental Query Spreadsheets are due to the Office for Faculty Affairs - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due. <p>Thursday April 27th</p> <ul style="list-style-type: none"> - Students receive the first email to participate in the Online Evaluation <p>Friday April 28th</p> <ul style="list-style-type: none"> - Students begin receiving daily reminder emails for course evaluations not yet completed. <p>Monday May 1st</p> <ul style="list-style-type: none"> - Instructors with response rates below 40% will receive email notifications. <p>Thursday May 4th</p> <ul style="list-style-type: none"> - At 11:59 pm student access to the online evaluation system closes. <p>Monday May 1st, 2017</p> <ul style="list-style-type: none"> - Response rate reports are sent to department POCs <p>18th week</p> <ul style="list-style-type: none"> - Following the final grade submission date, the Office for Faculty Affairs begins to send reports to instructors. 	<p>Friday February 10th, 2017</p> <ul style="list-style-type: none"> - Completed Departmental Query Spreadsheets are due to the Office for Faculty Affairs - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due. <p>Monday April 17th, 2017</p> <ul style="list-style-type: none"> - Students receive the first email to participate in the Online Evaluation <p>Wednesday April 19th, 2017</p> <ul style="list-style-type: none"> - Students receive a reminder emails every 2 days for course evaluations not yet completed. <p>Monday April 24th, 2017</p> <ul style="list-style-type: none"> - Instructors with response rates below 40% will receive email notifications. <p>Sunday April 30th, 2017</p> <ul style="list-style-type: none"> - At 11:59 pm student access to the online evaluation system closes. <p>Monday May 1st, 2017</p> <ul style="list-style-type: none"> - Response rate reports are sent to department POCs <p>18th week</p> <ul style="list-style-type: none"> - Following the final grade submission date, the Office for Faculty Affairs begins to send reports to instructors.
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