## Summer 2017 Timeline

<table>
<thead>
<tr>
<th>Term: Summer 2017</th>
<th>TLC/ VPFA sends Query to Dept POC</th>
<th>Query Due to TLC/ VPFA</th>
<th>Import Courses/ Dropped Students removed</th>
<th>Release Date</th>
<th>Close Date</th>
<th>Reports</th>
</tr>
</thead>
</table>
| Session 1: 4 weeks 5/15-6/9 | May 22 | May 26 | June 1-June 2 | June 5 | June 8 | Week of August 14
  | TLC/ VPFA sends Department POCs zipped files with results and raw data.  
  | Department POCs email combined reports and module folders to instructors as indicated in the zip file. |
| Session 1 (Online): 8 weeks 5/15-7/7 | May 22 | May 26 | June 14-June 27 | June 28 | July 5 | |
| Session 2: 8 weeks 6/12 - 8/5 | June 26 | July 7 | July 17- July 25 | July 26 | August 2 | |
| Full Term: 12 weeks 5/15- 8/10 | June 26 | July 7 | July 8- July 25 | July 26 | August 2 | |

### 4 week and 8 week (Session 1):

- May 22, 2017
  - 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.
  - Last day for departments to decide to use Online Course Evaluation System for Summer 2014 – 4 week courses

- May 26, 2017: Session 1 Query Due
  - 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.

### 8 week (Session 2) and 12 week Sessions:

- June 26, 2017
  - 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.
  - Last day for departments to decide to use Online Course Evaluation System for Summer 2014 – 8 week courses

- July 7, 2017: Session 2 and Full Term Query Due
  - 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.
4 week only: June 5, 2017
- Students receive the first email to participate in the Online Evaluation with link and password

4-week only: June 6, 2017
- Students receive daily reminder emails for course evaluations not yet completed.
- 
4-week only: June 7, 2017
- Instructors with response rates below 40% will receive email notifications.

4-week only: June 8, 2017
- At 11:55pm, student access to the online evaluation system closes.

4-week only: June 9, 2017
- Response rate reports sent to POC for distribution to faculty

8 (S1) week only: June 28, 2017
- Students receive the first email to participate in the Online Evaluation with link and password

8 (S1) week only: June 29, 2017
- Students receive daily reminder emails for course evaluations not yet completed.
- 
8 (S1) week only: June 30, 2017
- Instructors with response rates below 40% will receive email notifications.

8 (S1) week only: July 5, 2017
- At 11:55pm, student access to the online evaluation system closes

8 (S1) week only: July 6, 2017
- Response rate reports sent to POC for distribution to faculty

August 14, 2017
- Following the final grading deadline for 8 and 12-week summer session courses, the Office for Faculty Affairs begins to send reports to instructors.

August 3, 2017
- Response rate reports sent to POC for distribution to faculty

August 14, 2016
- Following the final grading deadline for the 8 and 12-week summer session courses, the Office for Faculty Affairs begins to send reports to instructors.