

FALL 2017 Timeline

Term: Fall 2016 (220168)	TLC/ VPFA sends Query to Dept POC	Query Due to TLC/ VPFA	Import Courses	Course Evaluation Release Date	Course Evaluation Close Date	Reports
Term A: 8 weeks Aug. 28- Oct. 20	Monday September 11	Friday September 22	September 25- October 6 *	Wednesday October 11 at 12:00 am	Wednesday October 18 at 11:55 pm	Reports will be sent and shared with department Point of Contacts (POCs) starting week 18, following submission of grades
Term B: 8 weeks Oct-23 Dec. 15	Monday November 6th	Friday November 17	November 20- December 1 *	Wednesday December 6 at 12:00am	Wednesday December 13 at 11:55 pm	
Full Term/ 16 weeks Aug. 28- Dec. 15	Monday October 2nd	Friday October 23rd	November 3 - November 17 *	Monday November 27 at 12:00 am	Sunday December 10 at 11:55 pm	

❖ Any changes to queries regarding course, faculty or student changes must be personally communicated to our campus unit immediately. Please note that we cannot fulfill any requests for changes made after this date.

Term A	Term B	Full Term
<p>Monday September 11, 2017</p> <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 September 22, 2017</p> <ul style="list-style-type: none"> - Completed Departmental Query Spreadsheets are due to the Office for Faculty Affairs 	<p>Monday November 6, 2017</p> <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 November 17, 2017</p> <ul style="list-style-type: none"> - Completed Departmental Query Spreadsheets are due to the Office for Faculty Affairs 	<p>Monday October 2, 2017</p> <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 October 23, 2017</p> <ul style="list-style-type: none"> - Completed Departmental Query Spreadsheets are due to the Office for Faculty Affairs

<ul style="list-style-type: none"> - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due. <p>Wednesday October 11, 2017</p> <ul style="list-style-type: none"> - Students receive the first email to participate in the Online Evaluation with link and password <p>Thursday October 12, 2017</p> <ul style="list-style-type: none"> - Students receive <i>daily</i> reminder emails for course evaluations not yet completed. <p>Monday October 16, 2017</p> <ul style="list-style-type: none"> - Instructors with response rates below 40% will receive email notifications. <p>Wednesday October 18, 2017</p> <ul style="list-style-type: none"> - At 11:55 pm student access to the online evaluation system closes. <p>Friday October 20, 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. 	<ul style="list-style-type: none"> - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due. <p>Wednesday December 6, 2017</p> <ul style="list-style-type: none"> - Students receive the first email to participate in the Online Evaluation with link and password <p>Thursday December 7, 2017</p> <ul style="list-style-type: none"> - Students receive <i>daily</i> reminders emails for course evaluations not yet completed. <p>Monday December 11, 2017</p> <ul style="list-style-type: none"> - Instructors with response rates below 40% will receive email notifications. <p>Wednesday December 13, 2017</p> <ul style="list-style-type: none"> - At 11:55 pm student access to the online evaluation system closes. <p>Friday December 15, 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. 	<ul style="list-style-type: none"> - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due. <p>Monday November 27, 2017</p> <ul style="list-style-type: none"> - Students receive the first email to participate in the Online Evaluation <p>Wednesday November 29, 2017</p> <ul style="list-style-type: none"> - Students receive reminder emails for course evaluations not yet completed. <p>Monday December 4th, 2017</p> <ul style="list-style-type: none"> - Instructors with response rates below 40% will receive email notifications. <p>Sunday December 10, 2017</p> <ul style="list-style-type: none"> - At 11:55 pm student access to the online evaluation system closes. <p>Monday December 11, 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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