## Summer 2018 Timeline

<table>
<thead>
<tr>
<th>Term: Summer 2018</th>
<th>VPFA sends Query to Dept POC</th>
<th>Query Due to 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 5/21-6/15 | May 28 | June 1 | June 6-June 8 | June 11 | June 14 | **Week of August 20**
| **Session 1 (Online):** 8 weeks 5/21-7/13 | May 28 | June 1 | June 20-June 29 | July 4 | July 11 | **Week of August 20**
| **Session 2:** 8 weeks 6/18 - 8/10 | July 2 | July 13 | July 23- July 31 | August 1 | August 8 | **Week of August 18**
| **Full Term:** 12 weeks 5/21- 8/10 | July 2 | July 13 | July 18- July 31 | August 1 | August 8 | **Week of August 18**

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

**May 28, 2018**
- 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 2018 – 4 week courses

**June 1, 2018: 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:

**July 2, 2018**
- 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 2018 – 8 week courses

**July 13, 2018: 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 11, 2018

- Students receive the first email to participate in the Online Evaluation with link and password

4- week only: June 12, 2018

- Students receive daily reminder emails for course evaluations not yet completed.

- Students receive the first email to participate in the Online Evaluation with link and password

4- week only: June 13, 2018

- Instructors with response rates below 40% will receive email notifications.

- Students receive daily reminder emails for course evaluations not yet completed.

4- week only: June 14, 2018

- At 11:55pm, student access to the online evaluation system closes.

4- week only: June 15, 2018

- Response rate reports sent to POC for distribution to faculty

8 (S1) week only: July 4, 2018

- Students receive the first email to participate in the Online Evaluation with link and password

8 (S1) week only: July 5, 2018

- Students receive daily reminder emails for course evaluations not yet completed.

- Students receive daily reminder emails for course evaluations not yet completed.

8 (S1) week only: July 9, 2018

- Instructors with response rates below 40% will receive email notifications.

8 (S1) week only: July 11, 2018

- At 11:55pm, student access to the online evaluation system closes

8 (S1) week only: July 12, 2018

- Response rate reports sent to POC for distribution to faculty

August 1, 2018

- Students receive the first email to participate in the Online Evaluation with link and password

August 2, 2018

- Students receive daily reminder emails for course evaluations not yet completed.

August 6, 2018

- Instructors with response rates below 40% will receive email notifications.

August 8, 2018

- At 11:55pm, student access to the online evaluation system closes.

August 9, 2018

- Response rate reports sent to POC for distribution to faculty

August 20, 2018

- 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.

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