

Important Dates for the Winter 2017 Course Evaluations Kamloops Regular Semester

February 3 to February 15 is the course validation period with **February 15** the final deadline for course lists validation. Deans and Chairs will be asked to confirm the course lists and course instructors for the Winter 2017 semester courses. IPE and IT use the validated list to administer the surveys and place the links to course-specific surveys in students' MyTRU account. This validation process is also important in disseminating reports to the course instructors.

February 17, 2017 is the deadline for the submission of approved customized questions to IPE. If programs wish to customize questions in addition to the 4 Senate institutional approved questions, these questions should be approved by Faculty Councils and forwarded to the Teaching and Learning Committee for review.

March 23 to April 13, 2017 is the course evaluation period. Faculty members will be provided with a password, via their TRU email, to unlock the surveys during the last three weeks of classes (or equivalent). They will also be provided with instructions for administering the evaluations and can [access the instructions](#) on the CELT website. Regular semester-based courses survey links will be available via students MyTRU accounts. For courses that do not follow the September-December schedule, individual faculties/schools will be contacted.

April 13, 2017: End of regular classes.

April 29, 2017: End of regular exams.

May 5, 2017: Grade due date.

May 15, 2017 is the proposed date for rolling out evaluation reports for Winter 2017 courses. Evaluation reports will not be available until final grades are submitted. Evaluation reports for courses with less than 5 students will not be released. If requested by the instructor, however, a CELT faculty member will meet with the instructor to provide general formative feedback regarding these reports.