

## IDEA Course Evaluations Fall 2017 Administration Timeline

---

Last Day to Withdraw	November 5
Secretaries Submit Selection Lists	November 6

### **FIF Completions, Paper**

Refer to instructions sent by your academic division

<b>FIF Completions, Online*</b>	<b>November 8 – November 14</b>
---------------------------------	---------------------------------

(\*Note: meeting the FIF deadline allows you to add your own questions to the student survey. If you miss the deadline, you should still complete the other parts of the FIF, available through **December 6, 2017.**)

<b>Evaluations, Online</b>	<b>November 15 – December 6</b>
<b>Evaluations, Paper</b>	<b>November 15 – November 21</b>

Last Day of Classes	December 11
---------------------	-------------

### **Dual Studies Timeline**

Secretaries give Dual Studies packets to OIER      November 10, 2017

- Packets should be unsealed and include forms and pencils.
- Provide these FIFs to OIER only if the instructors need to complete them. Otherwise save the forms in your office for later processing.
- OIER will attach an instruction sheet.

OIER Mails Dual Packets to High Schools	November 14, 2017
---	-------------------

### **Processing Timeline**

Student Forms Provided for Shipment	December 12, 2017
OIER Ships Forms to IDEA Center	December 15, 2017
Results Distributed to Divisions	January 11, 2018