

FCQ calendar for spring 2017

Questions? Call 303-492-7069, or send email to FCQ@COLORADO.EDU

January 17 – February 8	Coordinators should be getting updated instructor and course information on CU-SIS. We will download from CU-SIS and compile the FCQ course lists by Wednesday, February 8. Please have CU-SIS information updated by Friday, February 3, in preparation for this download.
February 9	FCQ course lists are posted on the web for editing by Thursday, February 9. Department FCQ coordinators receive instructions for editing FCQ course lists, as well as copies of the Instructor Memo to be given immediately to all instructors.
February 28	Edited FCQ course lists and optional question requests are due. If you have no changes to your department's FCQ course list on the web, submit the form as "all done" just as it is. We will begin printing your department's FCQ forms only after the edited course list is submitted as "all done."
March 8	Department course lists not submitted to us by this date may be assessed a <u>late fee</u> of up to \$100. We cannot print your FCQs until we have your edited FCQ department course list.
April 12	FCQ packets will be delivered April 12 to Boulder departments and to Denver and Colorado Springs campus mail rooms. Check envelope labels for accuracy. What we send you will agree with the FCQ course list you edited and submitted to us online.
April 21 – May 1 All Campuses, FCQ Administration	FCQ administration week: Paper FCQs: April 24 – 28 Online FCQs: April 21 – May 1 Paper FCQs should be administered during week 14 of the 15 weeks of actual class instruction (the week <i>before</i> the last week of regular classes). Online FCQs are administered during this period also but include the weekend before and the weekend after.
April 30	Deadline for instructors to request comment filtering: http://www.colorado.edu/fcq/filtering
May 3, Boulder May 5, UCCS & Denver	PLEASE RETURN ALL FCQs TO FCQ OFFICE BY THESE DATES. Please notify us if you will be late. It may not be possible to process very late FCQs.
By May 3 (Boulder):	Please return FCQs in original envelopes to: FCQ Program 15 UCB (ARC, room 244)
By May 5 (Colorado Springs & Denver):	Please return FCQs in original envelopes to: University of Colorado Boulder FCQ Program, ARC 244 15 UCB Boulder, CO 80309-0015
June 9	Projected return of results (forms and section reports) to departments.
June 20	Projected posting of results to FCQ Results webpage.