

Gen Acad Classroom Requests **Submission & Approval Timeline**

Determine the academic term in which the event date(s) occur and submit requests according to the guidelines shown below.

Requests cannot be reviewed or confirmed before the applicable approval dates outlined below and in the Event Reservation Timeline.

Spring Terms

Requests must be further seperated based on when the event date(s) occur within that academic term.

Pre-Term Dates

*Approvals begin
November 1st*

Weekend Dates

*Approvals begin
January 1st*

**Monday-Friday
Post-Census
Dates**

*Approvals begin
Spring
Census Date*

Summer Terms

Requests must be further seperated based on when the event date(s) occur within that academic term.

Pre-Term Dates

*Approvals begin
February 1st*

Weekend Dates

**Monday-Friday
Post-Census
Dates**

*Approvals begin
Summer
Census Date*

Fall Terms

Requests must be further seperated based on when the event date(s) occur within that academic term.

Pre-Term Dates

*Approvals begin
April 1st*

Weekend Dates

*Approvals begin
August 1st*

**Monday-Friday
Post-Census
Dates**

*Approvals begin
Fall
Census Date*