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 separated 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 separated based on when the event date(s) occur within that academic term.

- **Pre-Term Dates** → *Approvals begin February 1st*
- **Weekend Dates** → *Approvals begin February 1st*
- **Monday-Friday Post-Census Dates** → *Approvals begin Summer Census Date*

Fall Terms

Requests must be further separated 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*