

Submission Timelines for Single/Multiple Day Activities

Term	Request Days	Academic Scheduling Begins Accepting	Academic Scheduling Ends Accepting
Fall	<u>Supervision classes with TBA meeting patterns</u> <i>Except week of final exams</i>	One month prior to first day of classes	One day prior to first day of finals
Fall	<u>Classes that require occasional on-campus meetings</u> <i>(Instruction Modes 03, 04, & 11)</i> <i>Except week of final exams</i>	One month prior to first day of classes	One day prior to first day of finals
Fall	<u>Events/Activities for the 1st 19 Calendar Days</u> Between Mon – Thurs <i>Except week of final exams</i>	15 th calendar day after semester starts	One day prior to first day of finals
Fall	<u>All Requests: Between Fri – Sun</u> <i>Except week of final exams</i>	July 1st	One day prior to first day of finals
Fall	<u>All Requests : Within the Week of Final Exams</u>	October 1st	End of Finals
Winter	<u>All Requests : Between Mon – Sun</u>	December 1st	End of Winter Break
Spring	<u>Supervision classes with TBA meeting patterns</u> <i>Except week of final exams</i>	One month prior to first day of classes	One day prior to first day of finals
Spring	<u>Classes that require occasional on-campus meetings</u> <i>(Instruction Modes 03,04, & 11)</i> <i>Except week of final exams</i>	One month prior to first day of classes	One day prior to first day of finals
Spring	<u>Events/Activities for the 1st 19 Calendar Days</u> Between Mon – Thurs <i>Except week of final exams</i>	15 th calendar day after semester starts	One day prior to first day of finals
Spring	<u>All Requests: Between Fri – Sun</u> <i>Except week of final exams</i>	December 1st	One day prior to first day of finals
Spring	<u>All Requests: Within the Week of Final Exams</u>	March 1st	End of Finals
Summer	<u>All Requests: Between Mon– Sun</u>	April 1st	End of Summer Term