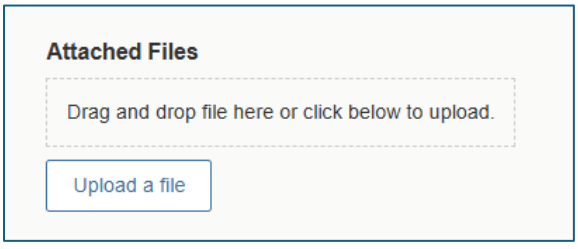
Academic Breakouts: Tips and Rules

An Academic Breakout is a course-related event session that is scheduled in 25Live to support a specific course's academic needs such as reviews, exams, specialized instruction, etc. It may take place during the course's regular meeting time or outside of it.

1. **During the First 3 Weeks of the Semester**
   - Submit requests using the "Academic Breakout Request Form" on Academic Scheduling's website: https://www.csusm.edu/acdsched/schedulingforms.html
   - Academic Breakouts must be directly connected to the actual course (e.g., BIOL 101 (01) 12345), not general events or general events for a course (e.g., a pizza party, dept meeting, etc.).
   - Academic Breakouts must be in a classroom or in an academic computer lab (not a conference room)

2. **After the First 3 Weeks of the Semester**
   - Submit Academic Breakout requests through 25Live using "Meeting Only" for event type: https://25live.collegenet.com/pro/csusm
   - Event title must include the course information, formatted as:
     - BIOL 101 (01) 12345
   - Academic Breakouts must be directly connected to the actual course (e.g., BIOL 101 (01) 12345), not general events or general events for a course (e.g., a pizza party, society meeting, or dept meeting, etc.).

3. **Specialized Spaces & Approvals**
   - If you are requesting an Academic Breakout in a specialized space such as MARK 103, MARK 104, MARK 202, SBSB 1108, CFH 113, CFH 130, Lower Field and Mangrum Track and Field locations, etc. you must obtain approval from the individual responsible for managing that space before submitting your request.
     - During the First 3 weeks of the semester: Please copy and paste the approval into the Comment Section of the Academic Breakout Request Form or forward the email chain including the approval to Academic Scheduling at acdsched@csusm.edu
     - After the First 3 weeks of the semester: Use the Drag and Drop feature to attach the file to your 25Live reservation.



   - Department staff should ensure approval is secured prior to submission.