

DON'T CANCEL THAT CLASS!



Are you faculty or staff who can't make it to a class and are considering cancelling it? **Don't Cancel That Class!** Rather than sending your students home, bring in the Title IX Office to do programming and take advantage of your valuable class time! If you know about your absence **at least seven days in advance**, fill out the form below to request a substitute program.

Here's How It Works:

- Fill out and submit the Don't Cancel That Class Request form below.
- Our Office requires a minimum of seven days advance notice; same day request may not be fulfilled. For classes after 5pm, please provide two weeks advance notice. We are unable to cover weekend classes.
- All workshops are approximately one hour in length.
- When a presenter comes into your class, they will take attendance and provide you with this information.
- Presenters will survey the students after the workshop has concluded to assess the effectiveness of their workshops.
- If you would like any of our staff members to be a guest lecturer or to tailor their presentation to your specific class, please contact us two weeks in advance.

Don't Cancel That Class! Request Form

Today's Date:

Name:

Email Address:

Phone Number:

Department:

Course Name/Number:

Date of Class:

Time Class Starts:

Classroom Location:

Number of Students in the Class:

Willing to provide attendance list: yes no

Upon completion of this form, please email the filled out and completed form to Tiffany Street, Assistant Director for Educational Outreach at: tiffany.street@rochester.edu.

Disclaimers:

- There is no guarantee that a speaker will be available for a requested time as all speakers hold full-time positions at the University of Rochester.
- Presentations can be altered **only** by approval of the creator. Presentations were designed to meet specific learning objectives.
- Some speakers will be encountering last minute emergencies as they relate to sexual misconduct, and may have to leave the presentation or cancel at the last minute. If so, the speaker will call the department administrative assistant, send an email to the faculty or staff member and arrange for a sign to be posted at the specific class location.