

No Events Week Activity Notification Form

*Activity involving outside scheduled class meeting times
(other than scheduled levels/juries)*

Faculty members and students are reminded that “No Events Week” has been set aside by The Crane School to allow for scheduling of levels and juries, and to provide students with uninterrupted time for examination, level, and jury preparation. The school does not schedule public performances during this week. “No Events Week” is publicized on the Crane shared Outlook calendar (“CraneCalendar”).

This is an anticipated activity that would involve student participation outside scheduled class, level, and jury times. This is provided as information only and does not constitute permission to expect or require student participation; students always have a primary obligation to their scheduled academic commitments.

Faculty member reporting this event, and the faculty member’s role related to the event/activity:

Students potentially involved:

Date and time:

Specific location (whether on or off campus):

Description of the anticipated event/activity:

Department chair(s) to be notified:

ACADEMIC PREPARATION DAYS (Saturday and Sunday before final exams week)

Campus policy does not allow any activity requiring student participation or attendance to be scheduled during these two days without the permission of the Provost (which would only be obtained on recommendation of the Dean). The scheduling of any activity involving students on these two days, whether on or off campus, and even if attendance is not required, is strongly discouraged, out of respect for our students’ need to have appropriate exam preparation time.

The event or activity noted above will be placed for information purposes only on the Crane Outlook calendar. It will not be publicized. The relevant department chair(s) and Dean will also be notified.

Copies to: Department chair(s), Dean’s Office