STUDENT NOTIFICATION PROCEDURES
PLACEMENT OF STUDENTS WITH OUTSIDE AGENCIES, STUDY AWAY AND RESEARCH ACTIVITIES OFF-CAMPUS

Student notification of Title IX rights when engaged in off-campus programs: The University of Alaska is committed to providing a safe and healthy educational and work environment in which educational programs, employment, and activities are free of discrimination. Title IX of the Educational Amendments of 1972 is a federal law that specifically prohibits discrimination on the basis of sex or gender. It establishes the principle that all students should be free to participate fully in their educational experiences regardless of their gender. Sexual and gender-based discrimination are actions that violate Title IX protections for students as defined in BOR P&R 01.04.

The educational principles and concepts that are taught in the classroom are reinforced in learning and work environments through internships, practicums, research programs, study away programs and other off-campus learning experiences. Students gain real–world professional experiences that are a valuable part of their education. These off-campus experiences are an extension of the classroom experience and students who participate in these programs are protected by Title IX.

Purpose: The University will inform students of their rights under Title IX and provide instructions on how to report a violation prior to their travel to and participation in programs or research activities off-campus.

RESPONSIBILITIES:

- Internship/ project coordinator, faculty member or designee in charge of coordinating or supporting the off-campus learning or research activity is responsible for distributing the UAF Title IX Reference & Resource Guide: Placement in Off-Campus Educational and Research Activities (Guide) to students.
- Department designee must record distribution of the Guide to students and third parties on the distribution log located on the Provost’s website at: http://www.uaf.edu/provost/
- The Title IX Coordinator is responsible for overseeing and reporting on compliance.
- The Title IX Coordinator will be the procedures and Guide template owner.
- The templates are located on the UAF Provost’s website, linked from the UAF Title IX website’s helpful handouts, departmental tools section.

REQUIREMENTS:

1. Students will receive a hard copy of the Guide prior to traveling to and/or starting the off-campus activity.
2. Students cannot participate in the off-campus activity until they receive the Guide.
3. Students must receive the Guide at least once for each off-campus program or research activity.
4. Departments within each academic unit should download the template at the beginning of each semester and will be responsible for adding the Internship / Project Coordinator and Department Contact Information to the template prior to use. Providing the correct contact information to students is a high priority, and checking the text of the guide for correctness before each use mandatory. If the program is an academic year long, verification of updated contact information is necessary each semester.
PROCEDURE:

1. Inform Students of Title IX Protection

NOTE: UAF’s multiple locations and activities necessitate flexibility in distributing materials to and communicating with students. Each can be accomplished in several ways:

1.a The internship/project coordinator, faculty or designee identifies the students who will be involved in off-campus learning and research activities.

1.b The internship/project coordinator, faculty or designee obtains one copy of the Guide for each student and distributes it. Copies of the Guide must be distributed in person (preferred), by mail, or by email (with instructions to print).

NOTE: Posting the Guide online for student reference is best practice. However, online viewing is not a substitute for a hard copy as required above.

1.c Prior to the student engaging in the off-campus learning or research activity, the internship/project coordinator, faculty member or designee will distribute the Guide and make themselves available to answer any questions or refer students to an appropriate source of information.

2. Documentation

Each internship/project coordinator, faculty member or designee will submit information on the distribution log:

- Students names
- Location of the program or activity
- Date the material was distributed
- Method of distribution
- Whether the student participated in the program or activity

NOTE: Any notations related to a student dropped course, faculty withdrawal, student had a current copy of the guide from another class, etc. must be emailed to the Title IX Coordinator at uaf-TIX@alaska.edu.

3. Recording Distribution of the Guide to Students and Compliance

The Title IX Coordinator will review the compiled data at the end of each semester.

Effectiveness Requirements:

The Title IX Coordinator will monitor compliance and issue a corrective action request of the appropriate unit through the Provost or Vice Chancellor for Research depending on the context, if out of compliance.

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<thead>
<tr>
<th>Measure</th>
<th>Checking Item</th>
<th>Checking Frequency</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students receive Guide</td>
<td>UAF Student Placement Distribution Log</td>
<td>At the end of each semester</td>
<td>Department of Diversity and Equal Opportunity</td>
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</tbody>
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REFERENCES:

- Title IX of the Educational Amendments of 1972.
- University of Alaska Voluntary Resolution Agreement with the Department of Education Office of Civil Rights, February 17, 2017.