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

Third Party notification of student 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 third parties.
- 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 ensuring details are up-to-date.
- The templates are located on the UAF Provost’s website, linked from the UAF Title IX website’s helpful handouts, departmental tools section to ensure use of the most updated template versions.

REQUIREMENTS:
1. The Guide will be provided to Third Parties each academic year and prior to student participation in activities at their sites.

2. Departments will download the template and 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 and third parties is a high priority, and checking the text of the guide for correctness before each use is required. If the program is an academic year long, verification of updated contact information is necessary each semester.
3. The internship/project coordinator, faculty member, or designee will not place students at a site until the Third Party has received the Guide.

PROCEDURE:

1. **Informing Third Parties of Title IX Protections for Students at Their Site**

   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 member, or designee identifies the third party sites that will host off-campus learning program or activity.

   1.b The internship/project coordinator, faculty member, or designee obtains one current copy of the Guide for each third party site.

   1.b Prior to student participation at the site, the internship/project coordinator, faculty member, or designee will distribute the Guide and answer questions or refer Third Parties to the appropriate source of information. Copies of the Guide must be distributed in person (preferred: by mail, or by email (with a request to print the document and an acknowledgement of receipt).

   NOTE: Also posting the Guide online for Third Party reference is best practice. However, online viewing is not a substitute for a hard copy as required above.

2. **Documentation**

   Each internship/project coordinator, faculty member or designee will submit, at a minimum, the below information on the UAF student placement distribution log:
   - Location Site
   - Date Guide was distributed
   - Method of distribution
   - Comments (examples: multiple students at this site, several copies provided for multiple departments on site, etc.)

3. **Recording Distribution of the Guide to Students and Compliance**

   The Title IX Coordinator will review 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.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Checking Item</th>
<th>Checking Frequency</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Parties 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>
</tr>
</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 Officer of Civil Rights, February 17, 2017.