

Re: Required civil rights indicia statements

Last updated 12/16/2021

An *indicia* statement is meant to be indicative of certain claims or stances. In the case of federally funded programming at UAF, there are **two** sentences that help us indicate to the public we recognize our civil rights obligations:

1. Nondiscrimination

Nondiscrimination statements notify the public that our federally funded programming is open to all. We are required to apply our nondiscrimination language to our **public-facing documents**: flyers, publications, announcements, newsletters, news releases, surveys, etc. Advertisement of outreach activities may use the statement labeled the “micro combination affirmative action/equal opportunity and nondiscrimination notice.” UAF also has specific standards for nondiscrimination statements relevant to course syllabi and off-campus credit programs and research activities. Please visit UAF’s page on nondiscrimination to copy the most up-to-date university-mandated nondiscrimination language: <https://www.alaska.edu/nondiscrimination/>

2. Reasonable accommodation statement

The second indicia statement is an Americans with Disabilities Act (ADA) statement, which must be included in all methods of promotion of outreach activities open to the public. This statement notifies the public we can help them attain meaningful access to an **event or service**.

Template for an event:

Accommodation requests related to a disability should be made five business days in advance to (office or agent) at (phone number and email).

Template for a service (for example, a member of the public needs help ordering publications, enrolling in nutrition education, reserving the test kitchen, etc.)

If you have a disability and desire assistance or accommodation, please notify [person in charge of service] at [phone number and email].

You can also combine an ADA statement with your “For more information” statement, such as:

For more information, or to make an accommodation request at least five days in advance of this event, please contact [office or agent] at [phone number and email].

Please visit the IANRE civil rights page for answers to [FAQs on accommodations](#), and thank you for your work in ensuring our programming is welcoming to all members of our communities.

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