

Clery Compliance for Short Term Trips (Domestic & International) and Study Abroad Programs

Under the Clery Act, the University is required to collect and publish statistics on crimes occurring on campus, and on "non-campus property."

Controlled by means that the University or an institution-associated entity directly or indirectly rents, leases or has some other type of written agreement (including an informal one, such as a letter or an e-mail) for use of a building or property, or a portion of a building or property. Even if there is no payment involved.

Campus Security Authority's (CSA)

A Campus Security Authority is an official of a university who has significant responsibility for student and campus activities.

An official is - any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

UA Employees traveling with students are considered CSAs. CSAs are required to report to UAPD those allegations of crimes that are reported to the CSA. CSAs are required to promptly notify UAPD of reportable crimes. International incidents should be reported to OGI, OGI will pass the information on to UAPD. CSA training can be located at UAccess Learning.

Trips that require Clery Act reporting

If the University does not own the space used for a program, a CSA must still report crimes that occur in space controlled by it, (i.e., space that is used in direct support of, or in relation to, the institution's educational purposes and frequented by students).

A written agreement includes renting hotel rooms, leasing apartments, leasing space in a student housing facility or academic space at another campus, and even an e-mail agreement for use of space free of charge.

If the University sponsors trips of more than one night for students, all locations used by students during the trip, if controlled by the institution during the trip and used to support educational purposes, should be treated as noncampus property.

If the University sponsors students on an overnight trip every year and the students stay in the same hotel each year, you must include those portions of the hotel in your noncampus geography.

To assist you in determining if your site is Clery reportable, check the Non-Campus Trip Matrix below.

Questions?

Short Term International Trips and Study Abroad Programs

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Domestic Short Term Travel and Clery Act Reporting

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Resources –

NACUA Notes: The Clery Act and Overseas/Distance Study

<http://counsel.cua.edu/security/nacuanotecleryactoverseasstudy.cfm>

The Handbook for Campus Safety and Security Reporting 2016 Edition

<https://www2.ed.gov/admins/lead/safety/handbook.pdf>

Non-Campus Matrix

| Trip Accommodation and/or Academic Space Usage Agreement | Student Trip Accommodations | Student Trip Duration | Clery Act Reportable Student Trip |
|--|--|------------------------------|--|
| The University has a written agreement with an end provider to use trip accommodations and/or academic | The same accommodations are used in two (2) or more consecutive years | 1 night or more | Yes |
| The University has a written agreement with an end provider to use trip accommodations and/or academic space by 2 or more students | You do not anticipate using the same accommodation every year | 2 or more nights | Yes |
| The University has a written agreement with a third party to arrange for trip accommodations and/or academic space usage | The same accommodations are used in two (2) consecutive years or more frequently | 1 night or more | Yes |
| University sponsored trip | None | Day Trip | No |
| Student organized or private trips – no university agreements | | 1 night or more | No |