

CLERY ACT TRIP REPORTING RESPONSIBILITIES

Pursuant to the *Clery Act*, Cedar Crest College is required to disclose on an annual basis certain reported crime statistics that occur during College sponsored or arranged domestic and international student trips.

Staff and/or faculty or students who are responsible for and accompany students on domestic and international student trips, are required to report student trip information to the CCC Campus Police for compliance.

Clery Act Reporting and Trips

Student trips must meet certain requirements to be reportable under *Clery Act*. Cedar Crest College must have control over the trip or program accommodation and any related academic space used in conjunction with the trip. Control, as defined by the *Clery Act*, means that CCC directly, or indirectly rents, leases, or has some other type of written agreement (including an informal one, such as a letter or an email) for the building of a building or property, or a portion of a building or property. Some examples of a written agreement include renting hotel rooms, leasing apartments, leasing space in a student housing facility or space on another campus and even an e-mail agreement for use of space free of charge. Host family situations are normally not reportable unless the written agreement gives the College control over the space within the accommodation.

In addition, the controlled space must be used in direct support of, or in relation to, the institution's education purposes and frequented by students. Most College sponsored trips fall under this rule.

Why is the information needed?

The information you provide on the attached form will help us to properly compile any *Clery Act* crime statistics and include them in the Daily Crime Log and Annual Security Report as required by law. The dates of your trip and exact location (floors of the hotel, rooms etc.) are very important as we need to request crime statistics from local police departments for only these locations during the time you stayed. Any crimes or incidents that may be reported directly to you by CCC students should be documented on the CSA Crime Reporting Form and submitted to CCC Campus Police upon your return.

Trip Accommodation and/or Academic Space Usage Agreement	Student Trip Accommodation and/or Academic Space	Length of Student Trip	Clery Act Reportable Student Trip?
Field trips or student organized private trips	None	Day trip only	NO
Overnight, school-sponsored trips	Different accommodations every year	1 night	NO
Repeated use of a location for school-sponsored trips	Same accommodations every year	1 night	YES
Short-stay "away" trips	Different types accommodations	More than 1 night	YES
Study Abroad Programs	Rented or leased	1 or more nights	YES

Considerations for Trips to Off-Campus Locations

Field trips: You are not required to include statistics for crimes that occur on field trips at locations your institution does not own or control.

Overnight, school-sponsored trips: If your institution sponsors students on an overnight trip, for example to see a play, and they rent motel rooms, you don't have to include crimes that occur in those rooms in your *Clery Act* statistics because the motel rooms don't meet the frequently-used-by-student's criterion.

Repeated use of a location for school-sponsored trips: If your institution sponsors students on an overnight trip **every year** and the students stay in the **same hotel each year**, you must include portions of the hotel in your noncampus geography. For example, students in the debate club take a trip to Washington, D.C. and stay at the same hotel every year. You must include in your statistics any crimes that occur in the rooms used by your students and any common areas used to access the rooms (lobby, elevators, etc.) for the times and dates specified in the rental agreement. Note that what matters here is repeated use of a location that is owned or controlled by the institution, not the number of days it is used or whether it is used by the same students or different students.

Short-stay “away” trips: If your institution sponsors short-stay “away” trips of more than one night for its students, all locations used by students during the trip, controlled by the institution during the trip and used to support educational purposes should be treated as noncampus property. An example is a three-week marine biology study trip to Florida. Any classroom or housing space specified in the agreement between the institution and a third-party providing the space would be noncampus property. If your institution has entered into a written agreement with a third-party contractor to arrange housing and/or classroom space for a school-sponsored trip or study program (either domestic or foreign), it is assumed that the contractor is operating on behalf of the school as the school's agent, putting the institution in control of this space. However, if your institution (or a contracted third party) does not have an agreement for the space used, your institution is not in control of the space and you are not required to count it. For example, there are some situations, such as sports tournaments, for which the host institution makes all of the housing arrangements for visiting students. In these situations, the visiting institutions do not have a written agreement for the use of space and are not required to disclose crime statistics for the housing in which their students are located. However, the host institution would be responsible for disclosing crime statistics for the housing since they hold the agreement for the housing.

Study abroad programs: If your institution sends students to study abroad at a location or facility that you don't own or control, you don't have to include statistics for crimes that occur in those facilities. However, if your institution rents or leases space for your students in a hotel or student housing facility, you are in control of that space for the time period covered by your agreement. Host family situations do not normally qualify as noncampus locations **unless** your written agreement with the family gives your school some significant control over space in the family home.

Information taken from The Handbook for Campus Safety and Security Reporting 2016 Edition
<http://www.ed.gov/admins/lead/safety/campus.html>