



Policy Title:

Clery Act Student Travel Policy

Policy No.:	8608
Rev.:	10/01/2023
Effective Date:	February 1, 2022
Last Revision:	February 1, 2022

Responsible Office: Public Safety and Administrative Services

Responsible Official: Associate VP for Public Safety and Administrative Services

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Introduction:

The Clery Act, known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (section 485 of the higher education act, codified at 20 U.S.C. 1092 (f)), is a federal law requiring colleges and universities across the United states, that

Reason for the Policy

Pursuant to the Clery Act (a federal law), the University of New Haven is required to disclose on an annual basis certain reported crime statistics that occur during University sponsored/arranged domestic and international student trips. University personnel who are responsible for students on University-sponsored trips (both domestic and international) are considered "Campus Security Authorities ("CSAs") under the law, and are legally obligated to report those crimes.

8608.1 Definitions

Campus Security Authority (CSA) - has been legally defined as "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings."

Non Campus Property- is defined in the Clery Act as: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably

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8608.3 PROCEDURE

Clery Act Reportable Travel Procedure

All university-sponsored travel that is considered “Clery Reportable Travel” must be documented and reported on a calendar year basis. Information collected should include:

- x Location Name and Address (Including City, State & Zip Code)
- x Dates of Stay
- x Students/Employees traveling
- x Rooms

To assist the University of New Haven in complying with this portion of the Clery Act, completely fill out the Clery Act [Student Travel Form](#) when student travel is planned and submit to clery@newhaven.edu.

Clery Reportable Trips

Not all student trips need be reported. For trips to be reportable, student trips must meet certain requirements. The University 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 there is a written agreement (no matter how informal) directly between the University and the end
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8608.4 Student Trip Matrix

TRIP ACCOMMODATIONS AND/OR
ACADEMIC SPACE USAGE
AGREEMENT

STUDENT ID 2 BDC 082 0.345 p]BBox [6.6232m()Tj BMC /Artifact

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