**Clery Act Domestic and International Student Trip Documentation**

Pursuant to the Clery Act, James Madison University is required to disclose on an annual basis certain reported crime statistics that occur during University sponsored / arranged domestic and international student trips. Community members who are administratively responsible for domestic and international student trips are expected to report student trip information to the University Police for compliance.  
  
**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 provider** for use of the space.

In addition, the controlled space must be used in direct support of, or in relation to, the institution’s educational purposes and frequented by students. Some examples of a written agreement include renting hotel rooms, leasing apartments, leasing space in a student housing facility or academic space on another campus and even an e-mail agreement for use of space free of charge. Hostels are not normally reportable unless the written agreement gives the University control over the space within the accommodation.

**Why Does University Police Need this Information?**  
Information on qualifying student trips is needed by University Police for follow-up with the local law enforcement agency associated with the trip location. University Police will send a request to the trip location local law enforcement agency to determine if any Clery Act qualifying crimes (occurring during the trip time frame and at the University arranged accommodation and/or related academic space) were reported directly to the local law enforcement and thus may not be known to University personnel.   
*\* Note, other University / Departmental internal crime reporting requirements may still exist on any Clery Act reportable or non-reportable student trips*.

|  |  |  |  |
| --- | --- | --- | --- |
| **Trip Accommodation and/or Academic Space Usage Agreement** | **Student Trip Accommodation** | **Length of Student Trip** | **Clery Act Reportable Student Trip** |
| The University has a written agreement with end provider for trip accommodations and/or academic space for use of the accommodations or space | The same accommodations are used every year or more frequently | 1 night or more | Yes |
| The University has a written agreement with end provider for trip accommodations and/or academic space for use of the accommodations or space | You don’t anticipate using the same accommodation every year | 3 or more nights | Yes |
| The University has a written agreement with a third party to arrange trip accommodations and/or academic space for use of the accommodations or space | Same accommodation used every year or more frequently | 1 night or more | Yes |
| University sponsored trip | None | Day trip | No |
| Student organized or private trips – no university agreement |  | 1 night or more | No |

**Student Trip Form**

**Clery Act Domestic and International Student Trip Documentation  
*\*Note, all fields must be completed***

**Reporting Party Contact Information**

|  |  |
| --- | --- |
| **Last Name** |  |
| **First Name** |  |
| **Contact E-mail Address** |  |
| **Contact Telephone Number** |  |
| **Sponsoring Department or University Organization** |  |
| **CSA Training Completed** |  |
| **Start Date:** |  |
| **End Date:** |  |
| **Hotel, Building Name, Etc.** |  |
| **Address** |  |
| **City** |  |
| **Zip Code** |  |
| **Country (If other than USA)** |  |
| **Occupied Room Numbers, Floor, Etc.** |  |
| **Contact information for police of jurisdiction visiting- email, address, and telephone number if possible** |  |
| **Comments** |  |

**Questions?**  
If you have any questions on whether your trip or program should be reported, please contact the Clery Compliance Officer, Lisa Carickhoff at 540-568-6769 or [caricklt@jmu.edu](mailto:caricklt@jmu.edu)