

Clery Act: Notice of Reporting Requirements for Rowan University-sponsored Student Trips and/or Academic Space Use to Off-Campus Locations

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) requires Rowan University to report publicly on any crimes that occur on University premises - a requirement that includes rental properties and University sponsored trips to off-campus locations under certain circumstances. 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.

To comply with the law, this form MUST be completed for ANY University sponsored trip off campus travel that involves either:

- the rental of a room or facility (excluding lodging) for any length of time and
- or lodging for two or more nights
- or lodging for only one night if there is repeated use by our students (for example: stay in that same hotel/lodging each year)

Key considerations to ask yourself for “Trips to Off-Campus Locations”:

- **If travel is involved, this is a Rowan University sponsored trip?** (*To report, the trip must be sponsored by Rowan University.*)
- **We need to know if there is a written agreement of any type?** (*Indicate on reporting form.*)
- **Is this a repeated use of a location for Rowan sponsored trips?** (*for example If Rowan sponsors students on an overnight trip every year and our students stay in the same hotel each year, it must be reported*)
- **If the host institution make all of the housing arrangements for our visiting students?** (*Please explain details on the arrangements in space provided on this reporting form.*)

Note: Field trips: You are *not required to report on field trips* (not overnight).

When fully completed, this form should be emailed to: studenttravel@rowan.edu

This form must be submitted prior or no later than two weeks of the end of the trip.

This reporting is required by law and represents our ongoing effort to be compliant with the Clery Act. If you have any questions, please contact the Office of Clery Compliance, Department of Public Safety. Thank you for your help.

Office of Clery Compliance
Rowan University
Department of Public Safety
856.256.4562
cleryact@rowan.edu

Confirmation of Domestic/ International Student Trip (Off-Campus)

Please answer every question, if unknown please enter unknown or N/A

This form **MUST** be completed for **ANY** trip that involves **EITHER** (1) the rental of a room or facility (excluding lodging) for any length of time **OR** (2) lodging for two or more nights **OR** (3) lodging is for **ONLY** one night but **it is a repeated use of the same site each year**. Copies of any rental agreement (*whether formal or informal, for example, note, email*) should be attached to this form when completed.

Completed forms should be emailed to studenttravel@rowan.edu

(PRIOR TO OR WITHIN ONE WEEK OF THE END OF THE TRIP).

Questions can be asked **via email** or **856.256.4562**

If travel is involved, this is a Rowan University sponsored trip? Yes No

Is there a written agreement of any type involved? Yes No

Start and End Dates of Travel:

Starting:

Ending:

University Department/Group Sponsoring Trip: *(For example: Athletic Dept., Student Life, etc.)*

Name of Group/Organization/Team, etc. going on trip: *(For example: SGA, Football Team, etc.)*

Rowan Responsible Person *(whom the law calls **Campus Security Authority** or "**CSA**"):*

CSA's Office Address:

CSA's Office Telephone Number:

CSA's Mobile Phone Number:

CSA's Email Address:

Because the law imposes legal responsibilities on the CSA, the CSA should know what those obligations are. Has the CSA had the University's CSA Training with the past 12 months? Yes No

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR **EVERY** LOCATION WHERE ROWAN HAS AGREED TO RENT SPACE OR IN WHICH STUDENTS WILL BE LODGING FOR TWO or MORE NIGHTS or ONE NIGHT AT REPEATED SITE EACH YEAR:

Name of Site/Building/Hotel/Location:

Address (City, State, Zip Code and Country) of Location:

Space/Accommodations Information (Floor, Rooms, Building, Etc.):

Has your Department/Group used this location before? Yes No

Name and Title Contact Information for a Representative at the Location:

Telephone and Email Contact Information for a Representative at the Location:

Is there a written agreement (rental contract, etc.) with this space/site? Yes No

Remember: Be sure to attach a copy of the rental agreement to the completed form when you email this completed form to studenttravel@rowan.edu

Did the host institution **make all of the housing arrangements** for our visiting students (no Rowan involvement)? Yes No If so, explain details (*for example: identify person, department, and contact information at host institution*):

Any other pertinent information that should be noted?

Thank you for your assistance.

Email this completed form to studenttravel@rowan.edu

(Please attach copies of contracts, written agreements, etc. with emailed form)