

Clery Reporting Trips

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Corban 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 Corban University Office of Campus Safety for compliance.

Clery Reporting Trips

For trips to be reportable, student trips must meet certain requirements. Corban 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 is this information needed?

Information on qualifying student trips is needed by Corban University Campus Safety for follow-up with the local law enforcement agency associated with the trip location. Corban University Campus Safety 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.

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

Please use this [link to report](#) or navigate to <https://inside.corban.edu/safety> and look for the trip form under quick links.