Clery Student Trip FAQ

As a higher education institution, Mines must comply with the Jeanne Clery Act. The Clery Act is a federal law that requires colleges and universities to gather and disclose crime statistics that occur within Mines' Clery reportable geography, which includes qualifying off-campus student activities and travel.

Any off-campus activity that meets the criteria in the attached Student Travel Matrix, must be reported to Mines Clery Compliance Office, regardless if any Clery Act reportable crimes were known to have occurred.

1. **Why does the Mines Clery Compliance Office need this information?**
   a. Mines needs information on Clery Act qualifying locations in order to follow-up with the local law enforcement agency with jurisdiction over the Clery reportable space.

2. **Why do we have to complete off-campus student trip forms?**
   a. Mines participates in federal Title IV student financial assistance programs. All postsecondary institutions receiving Title IV funding must comply with the Higher Education Act. The HEA requires disclosure of campus crime statistics and security information. One of the HEA requirements involves providing crime statistics associated with off-campus student trips in the Clery Annual Security Report.

3. **What off-campus activities qualify to be reported?**
   a. Not all off-campus student activities and trips need to be reported. There are certain requirements to be Clery Act reportable.
   b. Some requirements include:
      i. The university must have **control** over the space used for student activity and/or travel.
      ii. The controlled space must be used in direct support of, or in relation to, the institution's educational purposes and frequented by students. At Mines, "frequently used by students" is defined by meeting at least one of the following criteria:
         1. More than one night
         2. Repeated use of the same location (either during the same calendar year or annually.)

4. **What is the purpose of submitting these forms?**
   a. To have a record of students traveling overnight or for an extended period of time in the event of an emergency and for Clery Act reporting compliance.

5. **How do I complete the Overnight Travel Forms?**
    a. Complete them electronically. Making sure you complete all applicable parts of the form.
    b. Part 2: Your Contact Information:
        i. Click each field to enter your name, university department name, and university email address.
        ii. This section is needed so that Mines public safety can contact you if there are any questions.
    c. Part 3: Emergency Contact Information:
        i. Please enter the name, phone number and email of the trips emergency contact.
    d. Part 4: Travel Information:
        i. **Street address**
        ii. **City or county**.
        iii. **Country**
        iv. **State or Province**
        v. **Check-in date** (mm/dd/yyyy format)
        vi. **Check-out date** (mm/dd/yyyy format)
    e. Part 5/6: Travel Information:
        i. This section only needs to be filled out if students are staying at more than one location

6. **How far in advance of my trip do I need to complete the form?**
    a. You may submit the trip information before or after your trip. However, all trips must be submitted by the end of the calendar year.

7. **Is the electronic form the only way to report student travel?**
    a. We ask you use the electronic form first when reporting student travel. If you have any questions or need to submit the information in a different format please contact Clery@mines.edu

8. **What if students stay at more than one location during a trip?**
    a. Please indicate Part 5 and Part 6 of form. If more than three locations, please submit an additional form.

9. **Does the traveler or the department that sponsored the trip contact the law enforcement agency and request crime statistics?**
    a. No. Mines Public Safety handles it.

10. **If the students only stay one night away, is it necessary to complete the form?**
    a. Yes. The only way to determine if a lodging might be a repeated use of a location is if all departments submit student trip forms to public safety.