

# Required Rowan University Sponsored Off Campus Trips/Space Report

## Complying with the Clery Act

- Any Rowan sponsored function with overnight accommodations for more than 1 night:
  - If a travel request is processed for a student, then the Clery Act applies – regardless of whether the student is being reimbursed for the travel.
  - Form should be completed either prior to travel or up to 1 week after student travel by the department secretary, however, I was told it is never too late to report the travel.
  - Link for Clery Form:  
[http://www.rowan.edu/home/sites/default/files/Consumer%20Disclosures/clery\\_act\\_student\\_trip\\_form.pdf](http://www.rowan.edu/home/sites/default/files/Consumer%20Disclosures/clery_act_student_trip_form.pdf)
  - Once form is completed, email it to: [studenttravel@rowan.edu](mailto:studenttravel@rowan.edu)

### Examples:

- Students traveling to Boston for Eastern Psychological Association conference – staying overnight – Dean’s funding is being used OR they are paying for themselves but are presenting research supported by Rowan University – Clery Act applies
- A Rowan Chemistry professor is speaking University of Massachusetts and two students decide they want to go to hear the professor speak and drive up to hear the presentation – Clery Act does not apply since it was not a Rowan sponsored event.

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After receiving the forms, the Clery Compliance Department does the following – which is required by law:

The Clery Compliance Department contacts the police department in the city of travel where the hotel is located.

- Did anything happen during these dates at this hotel?
- If so, what rooms, corridors, etc. were affected?
- All this data gets collected for reporting and auditing purposes.