



Policy Name:	Clery Compliance for University Sponsored Student Travel, Study Abroad, and Field Study Programs		
Associated Form(s):	N/A	Policy Number:	2026-11
Reviewed:	Non-Academic Policy Review Committee	Approved:	August 18, 2026
Approval Authority:	President <i>Susan L Parish</i>	Adopted:	August 24, 2026
Responsible Executive(s):	Assistant Vice President for Campus Safety and Emergency Management	Revised:	N/A
Responsible Office(s):	Campus Safety	Contact(s):	Director of Campus Safety

I. Introduction

Under the Clery Act, Mercy University is required to collect and publish statistics on crimes occurring on campus, and on “non-campus property.”

II. Non-Campus Property

Non-Campus Property is defined in the Act as:

- Property outside the contiguous border of the campus “owned or controlled” through written agreements.
- For the purposes of non-campus property, the determining factor is an agreement, defined as a rental or lease document or other written form of agreement covering Mercy’s use of academic and/or residential space. The agreement need not be a formal one; anything in writing, to include electronic, where there is agreement on the utilization of space.
- If there is an agreement between the university and the host, the Clery requirements go into effect only for those areas for which the college has use as well as public areas leading to those spaces (such as hallways, entryways, etc).
- Clery requirements only apply to those dates and times covered by the agreement. If a property manager agrees to provide a block of rooms to our students for 8 weeks during the summer, statistics only need to be collected for those locations during that time, not for the entire year.
- Clery requirements may go into effect when the college rents a specific block of hotel rooms or a specific hostel, especially if students return to that location regularly (annually, each semester, etc.).

III. Students Being Educated Overseas

For students being educated overseas who are taught and housed by a third party or local institution:

If the agreement is with another institution or third party, Clery requirements may not apply. For example, an agreement with a college or university to allow our students to enroll at their institution.

Private Home Stays

- Normally home stays do not invoke Clery requirements.
- Similar to other academic and residential spaces, Clery requirements would go into effect if the University has some kind of agreement with the provider of the homestay (such as agreement to provide certain services for our student).
- Arrangements with another institution or company would not necessarily cause Clery to be in effect for the homestays that may be arranged via the third party.

Side Trips

Side trips organized by the attending students or by host families which are not covered by an agreement by the university and are not officially organized by the University do not have Clery reporting requirements.

However, as in other areas, there could potentially be Title IX implications.

Field Trips

Not all student trips need to 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. This definition would cover trips such as those below, provided the University has an agreement for academic/residential space and the trip is part of the Mercy educational purpose:

- Athletics long-term travel
- Performing & visual-arts long-term travel

Timely Notifications

Study abroad and field study coordinators should note that in addition to obtaining crime statistics, the University is responsible for providing timely notification of incidents made known to the University which threaten the safety of students studying at an abroad or field location. This notification need not be issued to the entire community but can be issued only to students studying in that same program.

The role of study abroad and field study coordinators:

- Notify Campus Safety of the exact location and addresses for abroad and field study programs; be prepared to provide sufficient details about the level of control over those spaces that will determine if the space is covered by Clery Act requirements.
- Ensure students report any crimes occurring on non-campus property (residential and academic areas controlled by the University).

- Obtain sufficient information on what happened, where, and when to report the crime to Campus Safety who will review it for potential inclusion in Clery crime statistics (the most significant factor is where the crime occurred).
- Ensure that students studying at an abroad or field study location are made aware of crimes that are reported to you or location coordinators.

Documentation and Maintenance of Files

The University is required to maintain documentation of Clery records for a period of seven (7) years. This includes correspondence with Campus Security Authorities relating to incidents occurring at non-campus properties.

Non-Campus Property Matrix

To determine if your site is Clery reportable, please check the Non-Campus Property Matrix below.

Trip Accommodation and/or Academic Space Usage Agreement	Student Trip Accommodation	Length of Trip	Clery Reportable?
The University has a written, email, or verbal agreement with a third party to arrange trip accommodations and/or use of academic space.	The same accommodations are used every year or more than once each year.	1 night or more	Yes
The University has a written, email, or verbal agreement with a third party to arrange trip accommodations and/or use of academic space.	You do not anticipate using the same accommodation every year	3 nights or more	Yes
University Sponsored Trip	None	Day Trip	No
Student organized or private trip-no university written, email, or verbal agreement.		1 night or more	No