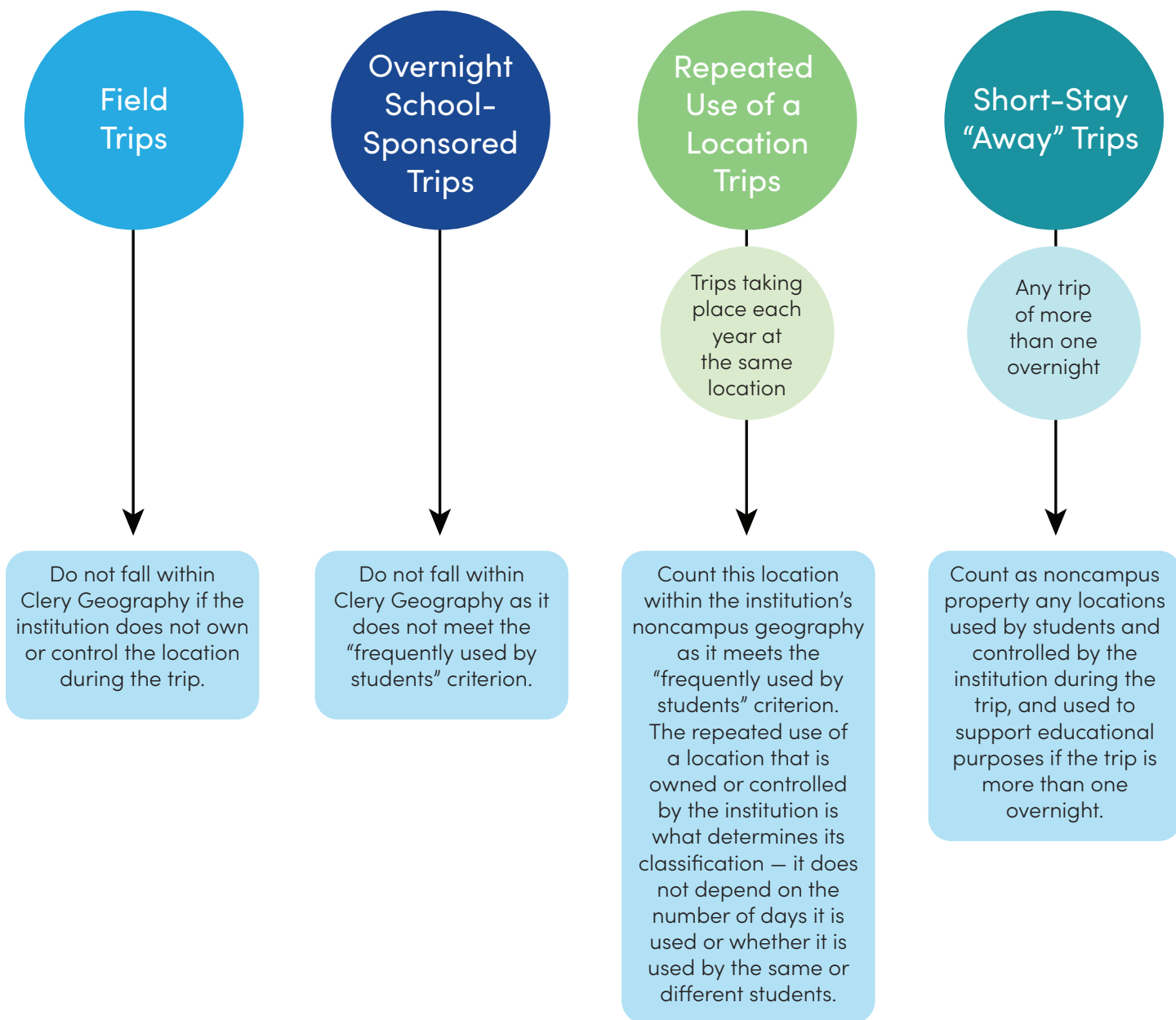




CLASSIFYING STUDENT TRIPS WITHIN CLERY GEOGRAPHY

Use this flowchart to determine if an institution-sponsored student trip meets the “frequently used by students” criteria. This information can also be found in the Handbook for Campus Safety and Security Reporting on pages 2-25 and 2-26. See page two of this flowchart for important definitions to remember when classifying Clery Geography.





National Campus
Safety Awareness Month



CLASSIFYING STUDENT TRIPS

WITHIN CLERY GEOGRAPHY

Clery Geography Definitions & Terms for Classifying Off-Campus Trips

Noncampus building or property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

"The same reasonably contiguous geographic area of the institution" refers to the property determined to be the institution's on-campus property. An institution's on-campus geography is any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

→ **"Reasonably contiguous"** refers to a building or property your institution owns or controls that's in a location that you and your students consider to be, and treat as, part of your campus. Generally speaking, it is reasonable to consider locations within one mile of your campus border to be reasonably contiguous with your campus. However, this determination must be made on a case by case basis by taking into consideration the circumstances of the campus and the location your institution owns or controls that is within one mile of your campus. You must be able to explain your basis for this decision.

"Controlled by" means that an institution (or an institution-associated entity) directly or indirectly rents, leases or has some other type of written agreement (including an informal one, such as a letter or an e-mail) for use of a building or property, or a portion of a building or property.

"Directly support, or relate to, the institution's educational purposes" refers to the function of the building or property.