



Standard Administrative Procedure (SAP)

16.99.99.L0.04 Collection of Study Abroad and Athletic Travel Information for Clery Reporting Purposes

First Approved: **October 26, 2017**
Revised: **October 26, 2017**
Next Scheduled Review: **October 26, 2022**

Procedure Statement and Reason for Procedure

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act)*, Texas A&M International University (TAMIU) is required to collect location and other trip information on study abroad and athletics travel. The purpose of this SAP is to establish procedures for collecting such information.

Procedures and Responsibilities

1. **COLLECTION OF STUDY ABROAD TRAVEL INFORMATION**
 - 1.1 Upon confirmation of travel agreements, the Director of International Engagement will promptly notify the University Police Compliance Coordinator of all study abroad travel.
 - 1.2 At the beginning of each calendar year, the University Police Compliance Coordinator will request from the Director of International Engagement information about study abroad trips taken during the previous calendar year. The information will include the names and addresses of apartments/hotels where students spent two or more nights, room numbers, addresses and classroom numbers where students were present during the academic program for two or more days, dates spent at those locations, and law enforcement contact information. Additionally, receipts for all lodging spanning two or more nights should be submitted with the information (if available).

- 1.3 The Director of International Engagement will collect from third-party vendors responsible for making study abroad travel arrangements, the law enforcement contact information from agencies with jurisdiction over the study abroad travel locations and provide the information to the University Police Compliance Coordinator.
- 1.4 The University Police Compliance Coordinator will create a Word document with all the aforementioned information and will work with the Director of International Engagement to ensure that no travel locations or other necessary information is missed.
- 1.5 The University Police Compliance Coordinator will generate crime statistic request letters to the law enforcement agencies with jurisdiction over the study abroad travel locations.

2. COLLECTION OF ATHLETIC TRAVEL INFORMATION

- 2.1 Upon confirmation of travel agreements, the Director of Athletics or the Associate Director of Athletics will promptly notify the University Police Compliance Coordinator of all athletic travel.
- 2.2 At the beginning of each calendar year, the University Police Compliance Coordinator will request from the Director of Athletics or Associate Director of Athletics information about athletic trips taken during the previous calendar year. The information will include the names and addresses of apartments/hotels where students spent two or more nights, room numbers, the dates spent at those locations, and law enforcement contact information. Additionally, receipts for all lodging spanning two or more nights must be submitted with the information.
- 2.3 The University Police Compliance Coordinator will create a Word document with all the aforementioned information and will work with the Director of Athletics or the Associate Director of Athletics to ensure that no travel locations or other necessary information is missed.
- 2.4 The University Police Compliance Coordinator will generate crime statistic request letters to the law enforcement agencies with jurisdiction over the athletic travel locations.

Related Statutes, Policies, Regulations, or Rules

[TAMIU SAP 16.99.99.L0.01, Annual Security and Fire Safety Report \(ASFSR\)](#)
[34 C.F.R.668.46, Institutional Security Policies and Crime Statistics](#)

Contact Office

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