

Eberly College of Business and Information Technology
Clery Reporting - Overnight Stays of more than 1 night – Protocol
Updated 2/14/2020

If trip involves IUP students, is controlled by IUP, is used to support educational purposes – need Dates of the Stay (only if more than one night at a specific location), Physical Address of the Stay, Specific Floor/Rooms/Space Occupied (Student Roster).

Types of Trips:

1. Business Honors – Sophomore Trip to Washington DC
Reported by BH Advisor Terry Appolonia to Megan Kiebler Heilbrun
Copy to Associate Dean

2. Business Honors – Senior trip to New York City
Reported by BH Advisor Terry Appolonia to Megan Kiebler Heilbrun
Copy to Associate Dean

3. Tech and Conference Support - American Society for Competitiveness Conference
Washington D.C.
Reported by support staff Susan Brant to Megan Kiebler Heilbrun
Copy to Associate Dean

4. Discover India
Reported by Advisor Prashanth Bharadwaj to Megan Kiebler Heilbrun
Copy to Associate Dean

5. Discover Norway
Reported by Advisor Prashanth Bharadwaj to Megan Kiebler Heilbrun
Copy to Associate Dean

6. European Symposium
Reported by Advisor Prashanth Bharadwaj to Megan Kiebler Heilbrun
Copy to Associate Dean

7. Student Organization Overnight Trips
Reported by Student Organization Advisor to Assistant Dean Appolonia
Reported by Appolonia to Megan Kiebler Heilbrun
Copy to Associate Dean

8. Student Competitions and Conferences
Reported by Chairperson/Advisors to Associate Dean Strittmatter
Strittmatter to Megan Kiebler Heilbrun
Copy to Associate Dean

9. Vietnam Abroad

Reported by Henry Webb to Megan Kiebler Heilbrun

Copy to Associate Dean