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## Annual Reminder: Your CSA Reporting Responsibilities as a Student Organization Advisor

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From CleryAct <CleryAct@arizona.edu>

Date Fri 4/25/2025 10:04 AM

To CleryAct <CleryAct@arizona.edu>



Dear colleague,

As a student club or organization advisor, the University Compliance Office would like to remind you of your reporting obligations as a designated [Campus Security Authority](#) (CSA) and to provide you with an important update regarding the [Clery Act](#).

CSAs are individuals who are required to formally notify the university of Clery crimes observed or reported to them and to provide crime victims with information on crime reporting and victim support resources. All club/organization advisors are considered CSAs while functioning within the scope of the advising role.

### Reporting Responsibilities

As a CSA, you have unique responsibilities when [receiving reports](#) of Clery-reportable crimes including obligations to:

- Encourage victims and witnesses to report crimes to UAPD or other local law enforcement.
- Provide [resource information](#) to reporting individuals for help and support.
- Inform reporters that you must report crime information but will not personally identify them.
- Complete the [CSA Clery Crime Reporting Form](#) as soon as possible and within 24 hours of becoming aware of a reportable crime.

Your timely reporting ensures that all Clery crimes are included in the University of Arizona's Daily Crime Log, are evaluated for the issuance of a Clery Timely Warning, and that campus crime statistics are accurately reflected in the Annual Security and Fire Safety Report. Clery Act reporting forms and resources for CSAs, including the list and definitions of Clery reportable crimes, are available through the [Clery Act website](#).

### Reporting Reminders

Please follow these important guidelines for Clery reporting:

- Complete the [CSA Clery Crime Reporting Form](#) as soon as possible any time someone has reported a Clery crime to you.
- One form should be completed for each report you have received.
- If you have received crime reports during 2025 that you have not already reported, please complete the reporting form at this time.

- If you are a newly designated CSA, please note you are only responsible for reporting crimes that have been disclosed to you after your designation.

## **The Stop Campus Hazing Act Amends the Clery Act to Include Hazing**

In December 2024, the Clery Act was amended by the Stop Campus Hazing Act to include hazing among the list of crimes required to be disclosed in the university's Annual Security Report among other requirements. You can read more about this change on the university's [Clery Act website](#).

## **What does the Stop Campus Hazing Act mean for you as a CSA?**

All CSAs who become aware of an incident of hazing related to any university student club or organization which occurred on or after January 1, 2025 should complete the CSA Reporting Form. Any incident of hazing which matches the [definition of hazing](#) should be reported.

## **Training**

To ensure you have information about your role as a CSA, we provide annual CSA training available in EDGE Learning.

You will be automatically enrolled in this training shortly and will receive a notification once you have been enrolled. You can also access this training by [logging in to EDGE Learning](#). Once signed in, go to the "My Learning" section and select "Campus Security Authority (CSA)." If you have not already done so, please complete this annual training as soon as possible. For assistance with EDGE Learning: [24/7 Support Center](#).

If you have questions about the Clery Act or your obligations as a CSA, please visit the [Clery Act website](#) for more information.

Thank you for your continued collaboration in this important work.

Sincerely,

**The University Compliance Team**

*This email was sent to University employees identified as advisors of university-recognized student clubs and organizations.*