

Missing Student Policy

The Higher Education Opportunity Act requires this university to make a policy statement on the campus missing student policy. The policy as stated originates from the Dean of Students Office but is also listed within the Department of Housing and Resident Life policies and the Campus Safety & Security Department policies as compliance to the annual campus security report. A copy of this policy may be obtained from the Campus Safety & Security Department web site.

Procedure:

Reporting requirements:

1. On Campus Students: All Faculty, staff and students have a responsibility to report any student living on campus that may be missing from the campus community for more than 24 hours. You are required to make your report to the Campus Safety & Security Department.
2. Off Campus Students: All faculty, staff and students have a responsibility to report any students living off campus that may show signs of being missing from the campus community. Failure, to attend classes, campus functions, and missed appointments, may be signs of a possible problem. We encourage reporting under these circumstances. There is no 24 hour reporting requirement under the Higher Education Opportunity Act for Off Campus Students, although you are encouraged to report your concerns to the campus Safety & Security Department.

Emergency information:

1. It is the university's responsibility to collect and maintain confidential student contact information in case an on campus student is reported missing.
2. This information will be collected by the Department of Housing and Resident Life during the regular check in process at the beginning of Fall and Spring semester. This confidential information will be filed in a secured location within the Department of Housing and Resident Life or review only by authorized individuals if the information is required.

Notification process:

1. The Campus Safety & Security Department through the Dean of Students Office is responsible for reporting missing students to local law enforcement within 24 hours of completing a preliminary investigation.
2. The Campus Safety & Security Department through the Dean of Students Office is also responsible for notifying students registered contacts and the custodial parents or guardian if the student is under the age of 18 years.
3. If the student is an off campus student it is the responsibility of the student's custodial parents or guardian. They in turn are responsible for contacting local law enforcement.

Investigative Process:

1. A university incident report will be completed by the Safety Department.
2. The Safety & Security Department will adhere to the following investigative procedure:
 - a. Contact suitemates and friends.
 - b. Contact instructors and advisors.
 - c. Contact Campus Wellness Center.
 - d. Contact Campus Student Employment.
 - e. Contact Campus Post Office.
 - f. Contact Department of Housing and Resident Life for room search.
 - g. Check class schedules and attendance.
 - h. Check parking lots for students registered vehicle.
 - i. Campus wide notification if required.
3. Once the internal investigative process is complete and if the student cannot be located, all information will be turned over to the local law enforcement agency with jurisdictional responsibility.
4. The Safety & Security Department will monitor local law enforcement and keep the Dean of Students Office updated on any developments. Dean of Student's Office will be responsible to notify all other campus authorities to include; the Chief Operating Officer, the Records Office and the Chief Academic Official.