

Missing Student Policy

In the event that a student is missing, a member of the Student Life staff should be promptly notified. Before a student is declared missing, the Campus Security Authority should contact the student's friends, roommates and other associates to determine possible locations of the student. The Campus Security Authority should try to personally contact the student via phone, email, and other means of communication, as well as having other students contact the possibly missing student. Students, faculty, staff or others concerned about the whereabouts of another individual should collect the following information:

- Where/when/with whom the missing person was last seen
- Where/when/with whom the missing person was supposed to be
- The missing persons contact information, and that of their friends, roommates, family and close associates
- Possible threats to the missing persons safety
- All reasons to suspect that the person is legitimate missing and/or in danger

If the location of the missing student is not determined within 24 hours, local law enforcement personnel are to be notified.