

## **Missing Student Policy**

**Approval:** President

**Policy Type:** College

**Policy Owner:** Vice President for Student Affairs

**Responsible Office:** Student Life

### **Revision History**

**Approval Date:** 8/5/15

**Modified:** 6/18;

**Reviewed:** 4/21

**Next Review:** 4/22

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## **1. Purpose**

- 1.1. The purpose of this policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing.

## **2. Scope**

- 2.1. This policy applies to all residential students of Kentucky Wesleyan College.

## **3. Definitions**

**3.1 Missing Student:** A Kentucky Wesleyan College residential student is “**determined to be missing**” when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any known reason. The Vice President of Student Services & Dean of Students, or designee, in conjunction with the Director of Residence Life, will make the official determination of whether a student is deemed missing.

*Note: In order to avoid any jurisdictional conflicts, when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Student Life Department will assist external authorities with the investigations as requested.*

## **4. Procedures**

**4.1 Designation of Confidential Emergency Contact Information:** All residential students have the opportunity annually to identify an individual or individuals to be contacted by the VP of Student Services & Dean of Students not later than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information is maintained confidentially and will be

available only to VP of Student Life & Dean of Students, Director of Residence Life, the VP of Finance, and Vice President of Academic Affairs and Dean of the College. **The administration of the College reserves the right to notify the parents of a student under the age of 21 if she/he has been determined to be missing.** Each student over the age of 18 has the option of opting out of the Missing Student Policy as per the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), through signing a waiver on the Missing Student Information Form.

For those students under the age of 18 and not an emancipated individual, the College is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the student is determined to be missing.

#### **4.2 Procedure for official notification for missing students:**

- Any concerned person who has information that a residential student may be a missing student must notify the VP of Student Services & Dean of Students, Director of Residence Life, or Director of Student Involvement as soon as possible so that an official determination may be made about whether or not the student is missing.
- The Student Life Office and Residence Life Staff will gather all essential information about the residential student from the reporting person and from the student's acquaintances. Appropriate campus staff will be notified to aid in the search for the student. Appropriate staff will include the Residence Director, the Director of Residence Life, VP of Student Services & Dean of Students, and Dean of the College.
- If the above actions are unsuccessful in locating the student within 24 hours, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction) the student will be determined a missing student.
- Within 24 hours after a student is determined to be missing, (1) the VP of Student Services & Dean of Students, or designee, will notify the emergency contact per emergency contact process; and will notify the appropriate local law enforcement agencies for assistance. **In addition, the administration of the College reserves the right to notify the parents of a student under the age of 21 if she has been determined to be missing.**