



<b>Policy Title: Missing Student Notification Policy</b>	
Policy Number: STUD-CLSE 322	Created: February 2011
Policy(ies) Superseded: 1871, STUD 171	Revised: April 2016
Policy Management Area: Campus Life and Student Engagement	

### **SUMMARY:**

Coastal Carolina University takes the safety and welfare of its students seriously. This policy, in compliance with the Campus Security Act of 1990, as amended by the Higher Education Opportunity Act of 2008 (34 CFR 668.46(b)(14)), establishes a framework for cooperation among members of the University community in locating and assisting students who are reported missing.

### **POLICY:**

- I. Coastal Carolina University takes the safety and welfare of its students seriously. This policy, in compliance with the Campus Security Act of 1990, as amended by the Higher Education Opportunity Act of 2008 (34 CFR 668.46(b)(14)) establishes a framework for cooperation among members of the University community in locating and assisting students who are reported missing.
- II. For purposes of this policy, a student may be considered missing if the student is reported absent from the University for 24 hours without any known reason; the absence is contrary to the student's usual pattern of behavior; or there is a perception of unusual circumstances.
- III. Students, faculty, staff and/or other members of the University community should contact one of the following departments if they have reason to believe a student has been missing for 24 hours.
  - A. Coastal Carolina University Department of Public Safety – 843-349-2911
  - B. Campus Life and Student Engagement – 843-349-2302
  - C. Dean of Students Office – 843-349-4161
  - D. University Housing – 843-349-6400

- E. University Communications – 843-349-2244
  
- IV. All reports of missing students will be directed to the Coastal Carolina University Department of Public Safety, which, along with Campus Life and Student Engagement, the Dean of Students Office, and University Housing (if applicable), will investigate each report and determine whether the student is missing in accordance with this policy.
  
- V. Emergency contact information
  - A. Resident students
    - 1. All students living in University-operated residences are required to review their own emergency contact information when completing a housing application and are given the option of identifying a contact person whom the institution will notify within 24 hours of the determination that the respective student is missing by the Department of Public Safety. This contact person may be the same as the listed emergency contact or may be different. The contact information of the missing student will be collected and stored confidentially and securely, will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Each resident student is solely responsible for the accuracy of his/her own information and for making necessary changes each time a housing application is completed.
    - 2. When an unemancipated resident student under the age of 18 ~~and not~~ is determined to be missing, the University will notify the custodial parent or legal guardian and the emergency contact as provided by the missing student in an order to be determined by the University.
  
  - B. All students
    - 1. All enrolled students, regardless of living circumstances, are expected to regularly review and update their emergency contact information and local address information through the Office of the Registrar. Each student is solely responsible for the accuracy of his/her information and for making applicable changes through the Registrar's Office throughout his or her enrollment at the University. The University will reference this information in the event of an emergency and/or if the student is reported to be missing.
    - 2. When an unemancipated student under the age of 18 is determined to be missing, the University will notify the custodial parent or legal guardian and the emergency contact as provided by the missing student in an order to be determined by the University.

## VI. PROCEDURES

- A. The following procedures will be followed as soon as a student is reported missing:

1. The Coastal Carolina University Department of Public Safety will be alerted immediately. Along with Campus Life and Student Engagement, the Dean of Students Office, and University Housing (if applicable), the Department of Public Safety will coordinate efforts to locate the student and determine the student's last contact with the University using the following protocol:
  - a. Call the missing student's mobile telephone and send a text message, if applicable;
  - b. Check the student's assigned on-campus housing space and interview his/her roommates;
  - c. Check social networking sites;
  - d. Determine the last time the student's ID was scanned at campus dining facilities, residence halls, the library and/or other locations;
  - e. Examine University camera footage near the student's assigned on-campus housing space or in other locations based on information gathered during the investigation;
  - f. Consult with faculty and staff to determine the last time the student was in class or made contact;
  - g. Attempt to locate the student's vehicle on campus; and
  - h. Contact area hospitals or law enforcement for possible information.
2. If it is determined that a student is missing, the Department of Public Safety will notify local law enforcement and continue to investigate using established police procedures in collaboration with Campus Life and Student Engagement, the Dean of Students Office, and University Housing (if applicable).
3. A universitywide e-mail alert, including the missing student's photograph will be sent to all faculty, staff and students.
4. All media inquiries will be referred to University Communication.
5. Resident students expecting to be away for an extended period of time (more than 24 hours) during non-break periods should always let at least one person in the residence hall know of their whereabouts.