



Volume 8: Volume Title: Safety, Security, and Environment
Chapter 2: Chapter Title: Safety
Section 2: Policy Name: Missing Student Policy
Approval Authority: President
Interpreting and Implementing Authority: Dean of Students
and Director, Campus Safety
Effective: January 2016
Expires: N/A
Last Revised: January 2, 2016
Next Review Date: January 2021

Missing Student Policy

Policy Statement

The Higher Education Opportunity Act (“HEOA”) requires Colleges with housing to establish a policy and procedures regarding the reporting, investigation, and required emergency notification when a Residential Student is deemed to be missing.

The College is respectful of student’s privacy when trying to determine how to address each case, but every report must be taken seriously. If a student is reported to be missing, whether it is extensive absences from class or failure to show up for commitments (athletic teams, clubs and organizations etc.), there is a reason to be concerned for the student’s wellbeing.

Entities Affected by the Policy

Students, faculty, and staff (College Community).

Policy Background

A previous policy existed. The current policy details the process and procedures for implementing this policy.

Policy Procedures

Contact Information for Residential Students

1. During each semester check-in, each student will complete an Emergency Contact form.
2. Students will identify one or two people over 18 years old to be contacted. If the student is under 18 years old and not emancipated, the College will notify a parent or guardian.
3. Residential students will provide the contact information to the Office of Residence Life.
4. It is the responsibility of the Office of Residence Life to ensure there is a fully completed form for each residential student. In the event the student does not identify a person to contact, the College will use the contact information provided in Colleague.

Contact Information for Commuter Students

1. During each semester check-in, each student will complete an Emergency Contact form.
2. Students will identify one or two people over 18 years old to be contacted. If the student is under 18 years old and not emancipated, the College will notify a parent or guardian.
3. Commuter students will provide the contact information to Commuter Services.
4. It is the responsibility of the Office of Residence Life to ensure there is a fully completed form for each residential student. In the event the student does not identify a person to contact, the College will use the contact information provided in Colleague.

Reporting and Investigating Missing Student

Any student or employee of Manhattanville College who receives information that a student is missing should immediately report the information to Campus Safety or the Office of Residence Life. Upon notification of the potentially Missing Student, Campus Safety will begin the investigation. The initial efforts to contact the student by Campus Safety or the Director of Residence Life may involve, but are not limited to, the following:

1. Attempt to contact the reported Missing Student via telephone,
2. Go to the Missing Student's room to perform a health and safety inspection to look for personal property (wallet, keys, cell phone, clothes, etc.) which might provide clues,
3. Check to see if the Missing Student has a registered car,
4. Check to see Missing Student's card swipe usage, and
5. Contact roommate(s), friends, or person(s) designated on the form to gain information on the Missing Student's whereabouts and/or wellness and also to confirm initial contact information is correct.
6. If Missing Student is a Commuter Student, local police will be contacted to further investigate.

Communication

Upon determination that the student is actually missing, then the following will occur:

1. The Director of Residence Life or the Dean of Students will communicate with the Missing Student's emergency contact.

2. The Director of Campus Safety will contact and request assistance from law enforcement officials to investigate further.

Definitions

Missing Student

- Student is “missing” when the student's whereabouts are unknown and unexplained for more than 24 hours that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines.

Residential Student

- Student who resides in on-campus housing under a housing contract and is currently enrolled at the College.

Commuter Student

- Student who does not live in on-campus housing and is currently enrolled at the College.

Responsibilities

Director, Campus Safety

- Lead in the investigation and communicate with the appropriate parties.

Director, Residence Life

- Responsible for having Emergency Contact forms available for students to complete
- Retail Emergency Contact forms in Office of Residential Life

Associate Director, Student Activities & Commuter Services

- Responsible for having Emergency Contact forms available for students to complete
- Retain Emergency Contact forms in Office of Student Activities and Commuter Services

Violations of the Policy

Violations of this policy by faculty/staff will be handled in accordance with this policy and the procedures in the Employee Handbook.

Violations of this policy by students will be handled in accordance with this policy and the disciplinary action outlined in the Student Handbook/Code of Conduct.

Interpreting and Implementing Authority

Dean of Students, Student Affairs
Director, Campus Safety

Statutory or Regulatory References

Higher Education Opportunity Act, 20 U.S.C. §1092; 42 U.S.C. § 5579

Relevant Links

<http://www.gpo.gov/fdsys/pkg/PLAW-110publ315/pdf/PLAW-110publ315.pdf>

Policy Adoption Review and Approval

Recommended approval by President's Cabinet on January 7, 2016
Approved by President on January 7, 2016