

Missing Persons

ES_SS_CS_15

Responsible Officer
Marc Cutrell
Responsible Office
Student Services
Approving Body
Board of Trustees
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2018-05
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Departmental Impact
Student Services

Policy Statement

In accordance with federal law which requires an institution that provides any on-campus student housing facility to include in its annual security report a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities, Carolina University has the following policy.

Policy Procedures

1. Students will be asked to provide an emergency contact name at the beginning of each fall semester or spring semester if new midyear student. These names will be kept confidentially by the Dean of Campus and Spiritual Life and the Executive Director of Residence Life.
2. A student may be deemed missing if it is reported to appropriate university personnel (Appropriate Dean, Resident Assistant, or Campus Security) that the student has been unreachable via personal contact, telephone, email or other means of electronic communication for 24 hours or more.
3. Upon determining that a resident student has been missing for 24 hours, the Director of Student Services or the Dean of Men/Women will notify the Director of Campus Security, who in return will contact the local law enforcement agency to file a missing person's report.
4. The Executive Director of Residence Life or the Dean Men/Women will notify the contact person that has been designated by the student (this contact information will be registered confidentially).
5. If the missing student is under 18 years of age and not emancipated, Carolina University will (as required by law) notify a custodial parent or guardian within 24 hours when the student is determined to be missing (if such person is different from the contact person designated by the student).