Policy 8.13
Missing Student Notification

This policy version was not current at the time of printing. Please see http://policies.emory.edu/8.13 for the current version.

Responsible Official: SVP and Dean for Campus Life
Administering Division/Department: Campus Life
Effective Date: October 01, 2010
Last Revision: August 02, 2012

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Overview

The purpose of the Emory University Missing Student Policy is to establish procedures for the University’s response to a report of a missing student as required under the Higher Education Opportunity Act (HEOA) of 2008.

Applicability

The HEOA of 2008 requires institutions of higher education to establish:

- A missing student notification policy for students who reside in on-campus housing
- A process for students to register a confidential contact for use under this policy
- Procedures to implement this policy for students who reside in on-campus housing

Emory University expands this missing student notification policy to all students

If any member of the University community has reason to believe that a student may be missing, he or she should immediately notify the following:

1.) Emory Police Department at 404-727-6111 or call 911 (for Emory main campus) or
2.) The Oxford College Campus Police Department at 770-784-8377 (Oxford campus).

A campus officer is available to respond to a call 24 hours a day and seven days a week.

This policy applies to students found to be missing or absent from the University for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. A student will be considered missing immediately, if his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety. Such circumstances include, but are not limited to: reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.
Students will be given the opportunity during each semester registration process to designate an individual(s) to be contacted by the University in case of emergency. This information is kept confidential but is accessible by authorized campus officials who are responsible for notification and law enforcement officers, in furtherance of a missing person investigation.


1. Any member of the university community who has information that a student may be a missing person must notify the Emory Police Department as soon as possible.

2. If the initial report that a student is missing is made to a department other than the Emory Policy Department, the staff member or faculty receiving the report will ensure that the Emory Police Department is contacted immediately.

3. The Emory Police Department will gather information about the student from the reporting person. Such information may include, but may not be limited to the following:

   - Description
   - Clothes last worn
   - Where student might be
   - Who student might be with
   - Vehicle description
   - Information about the physical and mental well being of the student
   - Recent university photograph

4. Appropriate university staff will be notified to aid in the search for the student.

5. If the above actions are unsuccessful in locating the student within 24 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Emory Police Department shall report the student as a missing person.

6. When a residential student is determined to be a missing person, the Dean for Campus Life and/or his/her designee will notify the emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

   *Contact is contingent upon the correct emergency contact information being made available by the student.

7. Senior University Administration will be notified in accordance with this policy.

**8.13.2. Procedures for designation of emergency contact information**

Students age 18 and older and emancipated minors. In the event a student is reported missing, Dean for Campus Life and/or his/her designee will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth above. An emergency contact designee will remain in effect until changed or revoked by the student.

Students under the age of 18. In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, the University is required to notify a custodial parent or guardian or confidential contact no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth above.

**8.13.3. Campus Communications About Missing Students**

In all cases of a missing student, where the student is declared missing by the Emory Police Department after an initial investigation, the Emory University Office of University Media Relations will provide information to the media that is designed to obtain public assistance in the search for any missing student. Any media requests to the college will be directed to the Office of University Media Relations. Prior to providing the Emory University community with any information about a missing student, the Office of University Media Relations shall consult with the Emory Police Department and with law enforcement authorities to ensure that communications do not hinder the investigation.

Related Links
Current Version of This Policy: [http://policies.emory.edu/8.13](http://policies.emory.edu/8.13)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification</td>
<td>Dean of Campus Life</td>
<td>404-727-4364</td>
<td><a href="mailto:kmoss@emory.edu">kmoss@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.