



Policy on Missing Resident Students

Office of the Vice President for Student Affairs July 2018

In the interest of student safety, Holy Names University complies with the following Missing Person Policy as required by the Higher Education Opportunity Act of 2008.

Policy Statement: Holy Names University considers a resident student to be a “missing person” if the person’s absence interrupts their usual pattern of behavior (i.e., not attending class, not eating meals in the cafeteria) and there is concern that the missing person is a victim of unusual circumstances or foul play.

Students who are under the age of eighteen years-old, and are not emancipated are considered minors. In the event that such persons are determined missing, the University will notify a custodial parent or legal guardian in addition to the student’s designated contact. With students who are over the age of 18 years-old, the University will contact the person who the student has acknowledged as the designated contact. All students will be given the opportunity each academic year to designate an individual or individuals to be contacted by the University in the event that they have been determined to be missing. This designation will remain in effect unless changed by the student.

Procedures: Any individual who has reason to believe a resident student is missing should notify the Director of Campus Life, Director of Campus Safety, or Vice President for Student Affairs as soon as possible.

1. The student’s designated contact will be officially notified by the Vice President for Student Affairs, or designee, no later than 24 hours (or as soon as possible) after the student has been determined by University officials to be missing.
2. The Vice President for Student Affairs, or designee, will gather information from the individual reporting the student missing as well as the resident’s roommate and/or acquaintances to determine who the student may have last been seen with and what they were wearing, as well as other distinguishing information (i.e. class or work schedule, vehicle description, information about the student’s well being as of late).
3. No later than 24 hours (or as soon as possible) after determining the student is missing, the Campus Safety Office will provide local law enforcement with a Missing Person’s Report.
4. Campus staff will be notified and be included in the information gathering to determine what has happened to the student (i.e. staff, professors, coaches, etc).

Questions concerning this policy should be directed to the [Vice President for Student Affairs](#).