

Missing Student Policy and Procedures

Administrative policy approved August 25, 2022. Effective immediately.

Revision history: None; new policy.

Related policies: Students Records Policy

Scheduled Review Date: August 2024 (Administrative Services Office)

A. Background

Southwestern-owned property. Therefore, when a non-residential student is believed to be missing, the reporting person also should immediately notify local law enforcement authorities and then provide the information to the Dean of Students or, if after-hours or on the weekend, to Campus Security in case Southwestern is asked to assist external authorities with the investigation.

3. Study-Abroad Students

Students who are traveling outside of the host city must provide written advanced written notice to the program director about the days they are traveling. The program director may also require students to provide other information, like other students with whom they are traveling, the cities or countries to be visited, and a cell phone number where the student might be reached when traveling. The program director will follow up in an attempt to locate any student who fails to timely return from planned trips or otherwise appears to have gone missing. The follow up will include contacting the U.S. Embassy and local law enforcement officials as necessary. For any study-abroad program, the program director must have an emergency contact list for all participating students.

4. Students Traveling for Southwestern Activities

On occasion, students travel in connection with Southwestern-sponsored activities, such as competitions, professional organization activities, and the like. In those instances, the faculty member in charge of the trip is responsible for collecting confidential emergency information and enforcing procedures for monitoring the students' whereabouts. If a student appears to have gone missing, the faculty member will notify local law enforcement and the Associate Dean for Student Affairs.

C. Reporting Procedures

Any individual who believes that a residential student is missing should immediately report that concern to Campus Security.

Any faculty or staff member who receives such a report should immediately contact Campus Security.

Campus Security, upon receiving the report, will coordinate with the Associate Dean for Risk Management and Operations and the Dean of Students. These officials will first check to see if the student completed a _____ form (discussed in more detail below). If the student's absence is not accounted for, or the duration of reported absence exceeds the time period stated in the _____, Campus Security will obtain student information, including a photo and vehicle information, from the Administrative Services Office to conduct a quick but thorough search of campus buildings,

Service page on the portal at any time. In addition to the Southwestern student process, the housing application for students in The Residences asks each resident to designate an emergency contact. Residents can update their emergency contact information at any time on their Resident Portal. The designated individual(s) will be the emergency contact(s) under this policy.

This emergency contact information will be confidential and accessible only to authorized campus administrators. It may not be disclosed outside of Southwestern, except to law enforcement personnel in furtherance of a missing person investigation.

If the missing student is under 18 and is not emancipated, immediately after Campus Security determines the student has been missing for 24 hours, Southwestern will notify the student's parent or legal guardian, in addition to notifying any additional contact person designated by the student.

2. Annual Notifications to Residential Students

When a student moves into The Residences, and thereafter on an annual basis, the property manager at The Residences will send a copy of this policy to each residential student.

3. Notice of Absence from Residence

All residential students are expected to complete the form when they plan to be away from

