



American University of the Caribbean

*Medical School*

# Missing Student Notification Policy

In compliance with the Higher Education Opportunity Act of 2008, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident student of American University of the Caribbean who is believed to be missing.

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## Reporting a Possible Missing Student

A student will be presumed to be missing when his/her absence of 24 hours or more is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained. Before presuming that a student is missing, reasonable measures should be taken to determine whether or not the person is at an off-campus location and whether or not anyone familiar with the person has seen or heard from the person recently or is aware of their current location.

Any member of the University community including students and employees, who is concerned that a student is missing, should contact the Assistant Dean for Student Affairs as soon as it is determined that an individual may be missing as defined above.

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## Investigating a Possible Missing Student

Any report of a missing student will be fully investigated by appropriate University personnel under the coordination of the Assistant Dean for Student Affairs. All essential information about the missing student shall be compiled from the student's acquaintances and college personnel. Appropriate campus staff and others deemed appropriate by the Assistant Dean for Student Affairs will be notified to aid in the search and location of the student. Contact with the student will be attempted by calling the student's cell phone, e-mailing the student, entering into the student's dormitory room and speaking with the student's colleagues and friends.

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## Determination That a Student Is Missing

A person shall be determined to be missing if 1.) search efforts are unsuccessful in locating the student in a reasonable period of time, or 2.) it is apparent immediately that the student is a missing person (i.e. witnessed abduction) or 3.) it has been determined that the student has been missing for more than 24 hours.

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## Law Enforcement Notification

Local law enforcement will be notified within 24 hours of determination that a student is missing.

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## Emergency Contact Information

As part of the registration process, each student is asked to provide emergency contact information which is maintained by the Office of the Registrar. Students have the option to register a confidential contact person to be notified within 24 hours of determination that the student is missing.

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## Student contact information:

- will be registered confidentially, and the information will be accessible only to authorized campus officials
- may not be disclosed, except to law enforcement personnel in the furtherance of a missing person investigation

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## Parent/Guardian Notification for Students Under 18 Years of Age

In the rare event that a student is under the age of 18 and not an emancipated individual and is determined to be missing, the emergency contact as well as the custodial parent or guardian shall be notified not later than 24 hours after the student is determined to be missing.