SUMMARY:

Coastal Carolina University takes seriously the safety and welfare of students. This policy, in compliance with Sec. 488 of the Higher Education Opportunity Act of 2008, establishes a framework for cooperation among members of the University community in locating and assisting students who are reported missing.

POLICY:

I. POLICY DESCRIPTION

Coastal Carolina University takes seriously the safety and welfare of students. This policy, in compliance with Sec. 488 of the Higher Education Opportunity Act of 2008, establishes a framework for cooperation among members of the University community in locating and assisting students who are reported missing.

For purposes of this policy, a student may be considered missing if he or she is reported absent from the University for more than 24 hours without any known reason, the absence is contrary to his or her usual pattern of behavior, or there is a perception of unusual circumstances.

All reports of missing students will be directed to the Coastal Carolina University Department of Public Safety which, with the Office of Student Affairs and University Housing (if applicable), will investigate each report and determine whether the student is missing in accordance with this policy.

A. Emergency contact information

1. Resident students

Each student living in University-operated residences is required to review and
update his/her emergency contact information on record prior to occupying an assignment.

2. All students

All enrolled students, regardless of living circumstances, are expected to regularly review and update their emergency contact information and local address information through the Office of the Registrar. Each student is solely responsible for the accuracy of his/her information and for making applicable changes through the Office of the Registrar throughout his or her enrollment at the University. The University will reference this information in the event of an emergency and/or if the student is reported to be missing.

When a student under the age of 18 and not emancipated is determined to be missing, the University will notify a custodial parent or guardian, as listed in the emergency contact information provided to the Office of the Registrar.

II. PROCEDURES

The following procedures will be followed as soon as a student is reported to be missing:

A. The Coastal Carolina University Department of Public Safety, the Office of Student Affairs, and University Housing (in the event the missing student lives in University-operated residences) will be alerted. These groups will coordinate efforts to locate the student and determine his/her last contact with the University using the following protocol:

1. Call the missing student’s mobile telephone and send a text message, if applicable;

2. Check the student’s room and interview his/her roommates;

3. Check social networking sites;

4. Determine the last time the student’s ID was scanned at campus dining facilities, residence halls, library, and/or other locations;

5. Examine residence hall security tapes;

6. Consult with faculty and staff to determine the last time the student was in class or made contact;

7. Attempt to locate the student’s vehicle on campus;
8. Contact area hospitals and law enforcement for possible information; and Dean of Students will contact the student’s parent(s), guardian(s), and/or designated emergency contact unless a “Student Directory Privacy Request” has been filed.

B. If it is determined that a student is missing, the Department of Public Safety will coordinate with local law enforcement and continue to investigate using established police procedures and in collaboration with the Office of Student Affairs and University Housing (if applicable).

C. A University-wide e-mail alert including the missing student’s photograph will be sent to all faculty, staff, and students.

D. All media inquiries will be referred to the Office of University Communication.

E. Resident students expecting to be away for an extended period of time (more than 24 hours) during non-break periods should always let at least one person in the residence hall know of his/her whereabouts.