



Policy Title:	Missing Student Notification Policy
Policy Number:	STUD-322
Revision Date:	June 2019
Policies Superseded:	1871; STUD-171
Policy Management Area(s):	Student Affairs

SUMMARY:

Coastal Carolina University takes the safety and welfare of its students seriously. This policy, in compliance with the Campus Security Act of 1990, as amended by the Higher Education Opportunity Act of 2008 (34 CFR 668.46(b)(14)), establishes a framework for cooperation among members of the University community in locating and assisting students who are reported missing.

POLICY:

- I. Coastal Carolina University takes the safety and welfare of its students seriously. This policy, in compliance with the Campus Security Act of 1990, as amended by the Higher Education Opportunity Act of 2008 (34 CFR 668.46(b)(14)) establishes a framework for cooperation among members of the University community in locating and assisting students who are reported missing.
- II. For purposes of this policy, a student may be considered missing if the student is reported absent from the University for 24 hours without any known reason; the absence is contrary to the student's usual pattern of behavior; or there is a perception of unusual circumstances.
- III. Students, faculty, staff and/or other members of the University community should contact the Department of Public Safety at (843) 349-2911 if they have reason to believe a student has been missing for 24 hours.
- IV. All reports of missing students will be directed to the Coastal Carolina University Department of Public Safety, which, along with Student Affairs and University Housing (if applicable), will investigate each report and determine whether the student is missing in accordance with this policy.
- V. Emergency contact information
 - A. Resident students

1. All students living in University-operated residences are required to review their own emergency contact information when completing a housing application in [MyCoastalHome](#) and are given the option of identifying a contact person whom the institution will notify within 24 hours of the determination that the respective student is missing by the Department of Public Safety. This contact person may be the same as the listed emergency contact or may be different. The contact information of the missing student will be collected and stored confidentially and securely, will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Each student living in University operated residences is responsible for the accuracy of their own information and for making necessary changes each time a housing application is completed.
2. When an unemancipated student living in University operated residences under the age of 18 is determined to be missing, the University will notify the custodial parent or legal guardian and the emergency contact as provided by the missing student.
3. 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 their whereabouts.

B. All students

1. 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, via WebAdvisor. Each student is solely responsible for the accuracy of their information and for making applicable changes through the Office of the Registrar throughout their 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.
2. When an unemancipated student under the age of 18 is determined to be missing, the University will notify the custodial parent or legal guardian and the emergency contact as provided by the missing student.

VI. PROCEDURES

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

1. The Coastal Carolina University Department of Public Safety will be alerted immediately. Along with Student Affairs and University Housing. The Department of Public Safety will coordinate efforts to locate the student and determine the student's last contact with the University.
2. If it is determined that a student is confirmed missing, the Department of Public Safety will notify local law enforcement and continue to investigate using established police procedures in collaboration with Student Affairs

- and University Housing (if applicable).
3. All media inquiries will be referred to the Office of University Communication and Marketing.