



# Missing Student Notification Policy

## POLICY INFORMATION

Policy#:

CMP-016

Original Issue Date: 8/8/2013

Current Revision Date: 9/6/2019

Initial Adoption Date: 8/8/2013

## RESPONSIBLE OFFICE

Title	Department
Director-Campus Safety	Campus Safety
Associate Dean	Residence Life

## SCOPE

Constituency	Campus Locations
(Select all that apply)	(Select all that apply)
<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Hyde Park
<input checked="" type="checkbox"/> Faculty	<input checked="" type="checkbox"/> California
<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> San Antonio
<input type="checkbox"/> Contractors	<input type="checkbox"/> Singapore
<input type="checkbox"/> Visitors	

### (Select a Policy Type)

Organization Policy

Legal Policy

Education Policy

Marketing Policy

Finance Policy

Technology Policy

Compliance Policy

HR Policy

Enrollment Policy

Advancement Policy

Operations Policy

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## A. PURPOSE

In accordance with requirements of the Higher Education Act, The Culinary Institute of America's (CIA) Missing Student Notification Policy establishes a formal notification process in the event that a Student is determined to be Missing.

## B. POLICY STATEMENT

In compliance with the Federal Higher Education Opportunity Act, The Culinary Institute of America (CIA) has established a Missing Student Notification policy in the event that a student who resides in on campus housing is determined to be missing. The CIA will initiate the Missing Student Notification process no later than twenty-four (24) hours after a Student residing in on campus housing has been determined to be Missing.

## C. AUTHORITY

Higher Education Opportunity Act of 2008, 20 U.S. Code, Subchapter IV, Part G, Section § 1092(j)

## D. DEFINITIONS

**Student:** An individual who is registered in a credit or degree program at the CIA and resides in an on campus housing residence.

**Emancipated:** Under the age of 18 who has been legally released from parental control.

**Missing:** Absent for more than 24 hours without notification or notice and the absence is contrary to his or her usual pattern of behavior.

**Missing Student Contact:** A person or persons that a Student may confidentially identify to be contacted in the event that the Student is determined to be Missing.

## E. PROCEDURE

1. **Missing Student Contact Information:** A Student may confidentially identify through the Residence Life online housing application a person or persons that the CIA will contact if such Student is determined to be Missing. This contact may be different and separate from the Student's emergency contact. All Missing Student Contact information

registered in the Residence Life system is confidential and only accessible by a limited number of authorized CIA officials.

2. If any individual suspects that a Student is Missing, the individual should contact any of the following departments:

<b>Hyde Park</b>	<b>Greystone</b>	<b>San Antonio</b>
Office of Campus Safety – Hyde Park	Office of Campus Safety – Greystone and Hyde Park	Director – Education and Office of Campus Safety – Hyde Park
Office of Student Affairs – Hyde Park	Assistant Dean - Student Affairs	Manager - Student Services
Office of Residential Life – Hyde Park	Residence Life and Housing Coordinator	Managing Director – San Antonio

3. Any Employee or student who receives a report of a potential Missing Student should immediately contact the Office of Campus Safety in Hyde Park, NY at 845-451-1268 or x 1111 (Hyde Park on-campus extension). The Campus Safety Office along with the Office of Student Affairs and/or Branch Campus Administrators will immediately investigate any report of Missing Students and initiate the Missing Student Notification process.

The Campus Safety Office may coordinate with the Office of Student Affairs and/or Branch Campus Administrators in trying to locate the Student, through actions including, but not limited to, the following:

- Calling the Student's cell phone
- Sending the area coordinator, residence director and/or resident assistant to the Student's room
- Contacting roommate(s)
- Accessing and, if necessary, distributing the Student's vehicle information to local authorities, in order to locate the vehicle
- Accessing the Student's class schedule and seeking information on last sighting or other contact information
- Accessing reports to determine the last time the Student used a meal card or accessed a residence hall
- If the Student works on-campus, contacting supervisor for contact information

#### 4. **Notification Process:**

Within 24 hours of officially determining that a Student is Missing, the following will take place:

- a. If a Student has provided a confidential Missing Student Contact the Office of Student Affairs or Campus Safety will contact the Missing Student Contact.
    - i. The Campus Safety Office will maintain records of attempts and contacts with the Missing Student Contact.
  - b. The Office of Campus Safety will contact a local law enforcement agency to report the Student as a missing person.
    - ii. The local law enforcement agency will take charge of the investigation with the Office of Campus Safety assisting in an investigation as requested.
    - ii. The CIA may release the Missing Student Contact information to law enforcement officials to assist in the furtherance of an investigation.
5. If a Missing Student is under the age of 18 and not legally independent of his or her parents, the CIA will notify the custodial parent or guardian.
6. If a Missing Student is 18 years or older the CIA may notify the custodial parent, guardian or other emergency contact if:
- An appropriate signed FERPA release is on file, or
  - There is a significant concern for the Missing Student's safety.

## **F. RESPONSIBLE CABINET MEMBER**

Vice President- Finance and Administration

## **G. RELATED INFORMATION**

<https://clerycenter.org/policy-resources/the-clery-act/>

## **POLICY HISTORY**

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**Policy Editorial Committee & Responsible Cabinet Member Approval to Proceed: 6/24/13;  
9/16/2019**

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**Policy Advisory Committee (PAG) Approval to Proceed: 9/26/2019**

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**Board Approval to Proceed (if required), Date**

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**Cabinet Approval to Proceed: 8/7/2013**

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**Policy Revision Dates: 9/26/2019**

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**Scheduled Review Date: 7/1/2021**