

College for Creative Studies  
Missing Student Policy and Procedure  
December 11, 2009  
Updated August 30, 2017

The College for Creative Studies (CCS) takes student safety seriously and has established the following policy if a currently enrolled student is reported missing. This plan is a good faith effort to comply with the August 14, 2009 Higher Education Opportunity Act, Section 485 (j).

A student will be deemed missing when it has been established that they have been absent from the College and have been reported by an individual to be missing for a period of 24 hours or more. Reports of students missing should be directed to the Office of Student Affairs or Campus Safety. After a missing student report has been made, the College will attempt to locate the student. If the student cannot be located, the emergency contact person will be notified. In the case of residential students, this emergency contact person is the person listed on the housing application. For all other students, the emergency contact person, if provided, is listed in the College's database system. If the student is under the age of 18 or they have failed to provide specific emergency/missing student emergency contact information, their parent or guardian will be notified. In addition, local law enforcement will be notified that the student is missing within 24 hours of the initial report. Students also have the option to declare a separate emergency contact person to be used if they are reported missing, and can do so through the Office of Student Affairs.

### **Procedure**

#### Notification:

- Anyone who suspects a student may be missing should notify Campus Safety or the Office of Student Affairs immediately.
  - The following information will be collected:
    - Contact Information and relationship to the missing student
    - Name and vital information about the student reported to be out of contact.
    - The date, time, and location the missing student was last seen.
    - The general routine or habits of the suspected missing student (e.g. – visiting friends who live off-campus, working in a job away from campus) including any recent changes in behavior or demeanor.
    - The missing student's cell phone number (if known).
- Once a report has been made that a student is missing, Campus Safety and the Office of Student Affairs will work together to investigate the situation.
- When a student is reported missing the two offices shall:
  - Initiate an investigation to determine the validity of the missing person report that may include:
    - Call the student's cell phone number
    - Go to the student's room
    - Talk to the student's Resident Assistant, roommate, and floor mates to see if anyone can confirm the student's whereabouts

and/or confirm the date, time, and location the student was last seen.

- Secure a picture of the student.
- Call student at any other numbers on record.
- Send the student an email.
- Check all possible locations mentioned by reporting parties including, but not limited to: library, residence hall, fitness center, studios, classrooms, and cafeteria.
- Contact any other known friends to see if student has made contact with them. This could also include social networking sites.
- Contact instructors regarding recent class attendance/absences and any recent questionable behaviors.
- Determine if the student has a car and if it is currently parked in the parking structure.
- Have security investigate if the ID has been used since the student was reported missing.
- Contact student's emergency/missing student emergency contact to see if they have been in contact with the student
- Notify the Vice President for Enrollment and Student Services, the Vice President for Business and Finance and the President.
  - The Vice President for Enrollment and Student Services may initiate additional action as deemed appropriate under the circumstances and in the best interest of the missing student.
- Notify the emergency contact of the missing student within 24 hours of the initial report that the student is missing.
  - If the student is under the age of 18 or has failed to provide specific emergency/missing student emergency contact information, notify the student's guardian or parent as listed in the college's records within 24 hours of the determination that the student is missing.
- Notify the Detroit Police Department within 24 hours after determining that the student is missing.

#### Student Contact Information:

- Residential students are asked to provide two emergency contact names each year as part of their housing application. This information is protected by FERPA and is accessible by The Office of Student Affairs and other appropriate officials in an emergency situation.
- Students are given the opportunity to designate two emergency contacts and a missing person contact under Emergency Contact Info on WebAdvisor. This information is considered to be an element of the academic record, and is protected by FERPA.
- Students may designate a specific person to notify in a missing person investigation, by visiting the Office of Student Affairs. This information would only be used if the student is deemed to be missing.

#### Student Notification of this Policy:

The CCS Missing Student Policy will be:

- Posted on the College's website

- Posted on the College's intranet – Blackboard
- Discussed during new student orientation sessions
- Discussed during the mandatory housing meetings in the beginning of the semester.
- Included in the housing handbook.
- Included in the College's student handbook
- Sent to all students via CCS email.