**Cheyney University Policy Number FA 2013-1003**

**Policy Title: Missing Student Notification Policy**

**Approved by**: FA Council

President’s Cabinet

**History:** Issued – 8-1-2012

Revised – 10-2-13

**Related Policies**:

**Additional References**:

**A. Purpose:** Cheyney University of Pennsylvania is required by federal law to comply with HEA

missing student notification regulations.

**B. Scope:** Students, Staff, Faculty, Parents and Guardians

**C. Definition (s):** Higher Education Act 34 CFR 668.46(b)(14). HEA missing student regulations apply only to students who reside in on-campus housing. This applies to students residing on- campus in student housing, declared missing for 24 hours. This policy is *strictly for missing person purposes*.

**D. Policy and Procedures(s):** 1. Any faculty, student, staff or non-affiliated member of the community who is aware that a university student, in on-campus housing, is missing, he or she should **immediately** contact any one of the following university personnel in this order:

• The Cheyney Police Department (610) 399-2405

• Director of Residential Life and Housing (610) 399-2428

• The Vice President for Student Affairs and Student Life (610) 399-2217

• Any university professor (See University Telephone Directory)

• Any academic chairperson (See University Telephone Directory)

2. Once the missing student report is received by any one of the individuals above, the individual receiving said report MUST bring this information to the attention of the Cheyney Police Department.

3. In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by CU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, CU will notify that individual no later than 24 hours after the

student is determined to be missing. A student who wishes to identify a confidential contact

can do so through the CU Residential Life; see form below. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

4. After investigating a missing person report, should CUPD determine that the student has been missing for 24 hours, CU will notify CUPD and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, CU will notify the student’s

parent or legal guardian immediately after CUPD has determined that the student has been

missing for 24 hours.