

3354:1-30-03.8 Missing student procedure.

- (A) The Higher Education Opportunity Act of 2008 defines a missing student as any student of an institution who resides in a facility owned or operated by such institution and who is reported to such institution as missing from his or her residence. Cuyahoga Community College District (“the College”) is a non-residential institution, and thus students come and go freely. However, because the College is concerned about the safety of all of its students, we have adopted the following procedure for use in the event a non-resident student is believed to be missing.
- (B) For purposes of this procedure, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.
- (C) In the event the College is notified a student is missing:
 - (1) The campus Dean of Student Affairs shall be notified of the situation.
 - (2) Upon receiving such notification, the campus Dean of Student Affairs will obtain information as to the identity of the student, the person reporting the incident and the relationship of the person making the report, as well as the circumstances that caused the reporting person to file the report.
 - (3) The campus Dean of Student Affairs will thereafter:
 - (a) Immediately notify and coordinate the sharing of information with Campus Police and Security Services;
 - (b) Immediately notify campus Behavioral Intervention Team (BIT) members;
 - (c) Immediately notify Academic Affairs Dean(s) and appropriate instructors and support staff;

- (d) Communicate with the student's emergency contact when appropriate; and
 - (e) Coordinate information with the College's Marketing and Communications officials as appropriate.
- (4) The reporting person will be advised that missing person reports must be filed with either Campus Police or another law enforcement agency having jurisdiction where the student resides.
- (5) Information sharing with law enforcement and others on missing persons will follow guidelines established under the federal Family Educational Rights and Privacy Act.
- (D) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this policy.

Effective date: January 6, 2012

Procedure amplifies: 3354:1-30-03