MISSING STUDENT

Approved by: Department of Residence Life

History: N/A


Related Forms, Procedures and References: Residence Life website (https://www2.stkate.edu/residence-life/home) | My Housing (https://prdrms.stkate.edu)

For Questions Contact: Department of Residence Life (https://www2.stkate.edu/residence-life/home) | 651.690.6617 | residencelife@stkate.edu

The University does not keep track of a student’s comings and goings. If a resident is missing from classes or work, and people haven’t seen them around in a few days, the University will respond out of care and concern. In some situations it may be necessary to alert the police and/or family members. The University is obligated to follow regulations outlined in the U.S. Department of Education (ED), Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

NOTIFICATION AND REPORTING FOR MISSING RESIDENTS

Pursuant to the Higher Education Opportunity Act, St. Catherine University has developed the following disclosure notification and action plan in the event of a “Missing Student” in the residence halls.

STATEMENT OF COMPLIANCE

Community members are urged to report missing students immediately. Resident students have the option to confidentially identify an individual to be contacted by St. Catherine University in the event a student is determined to be missing for more than 24 hours. Students wishing to register a confidential contact may do so by contacting the Director of Residence Life at 651-690-6617. If a student has identified such an individual, St. Catherine University will notify that individual no later than 24 hours after the student is determined to be missing. Should a student under the age of 18 be reported as missing, the parent or guardian will be notified within 24 hours. In all cases where a student is reported as missing, the Residence Life staff will immediately contact St. Catherine University Public Safety.

NOTIFICATION AND REPORTING PROCEDURES

Concerned individuals should report a missing student to the Director of Residence Life (or designee) at 651-690-6617 or by contacting the St. Catherine Department of Public Safety at 651-690-8888. The Residence Life office will forward any reports of a missing student immediately to the Department of Public Safety and both offices will work together until the matter is resolved. This action may include use of the emergency notification system if necessary. The Residence Life office will notify the listed emergency contact (or the custodial parent or guardian if a resident student is under 18 years of age and not an emancipated individual) within 24 hours from when the student was reported as missing.