

MISSING "ON-CAMPUS" STUDENT POLICY

The purpose of this policy is to convey the procedures of the University's response to reports of "on-campus" missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and in particular to those residing in campus housing, including off-campus apartment units leased by the University for students.

At the beginning of each academic year Saint Joseph's University will request, via MySJU, that all students confidentially register a contact person who would be notified by the University within 24 hours if that student is determined to be missing. For non-emancipated students less than 18 years of age a custodial parent or guardian will be notified by the University within 24 hours of a student's being determined missing, in addition to any additional contact person designated by the student.

The Saint Joseph's University Office of Public Safety & Security is to be notified whenever it is suspected that a student is missing. If a member of the University community or a parent has reason to believe that a student is missing, SJU Public Safety & Security, the Office of Residence Life, or both should be notified immediately. A joint investigation will commence immediately between Public Safety & Security and Residence Life to locate the student to determine his or her state of health and well-being. These efforts will include, but are not limited to, checking the student's residence, class schedule, ID card access, location of private vehicle, friends and acquaintances and calling the student's cell phone number.

If it is determined that the student is missing for more than 24 hours the appointed University representative will notify the individual that was designated as the student's missing person contact, or the custodial parent or guardian, as well as the University Vice Presidents for Student Life and Administrative Services. Following those notifications, the appropriate law enforcement agency (s) will be notified.

If, during the initial stages of the missing student investigation it is determined that the student is "involuntarily missing", i.e., abducted, kidnapped or endangered the local law enforcement agencies will be contacted immediately. Under these exigent circumstances it will not be necessary to wait for 24 hours to make the required aforementioned notifications.