

ADMINISTRATIVE POLICY: Students

## MISSING STUDENTS

Last Reviewed: May 2019

Responsible University Officer: Chief of University Police

Policy Owner: Chief of University Police

Policy Contact: Chief of University Police



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## POLICY STATEMENT

All students are encouraged to provide Upstate Medical University with an emergency contact name, address, and phone number at the time of registration. This information may be updated at any time through MyUpstate.

For students residing in campus housing, Upstate Medical University has adopted specific procedures for collecting emergency contact information and notifying appropriate persons through the University Housing. In the event that a student is deemed missing for more than 24 hours, appropriate external law enforcement agencies will be notified. However, please note that University Police will begin to act immediately. In the case of a student being under the age of 18, the custodial parents/guardians will also be contacted.

Students have a right to designate a person to be contacted on behalf of the student in case they are missing for more than 24 hours. Students also have a right to register confidential contact information in the event they are missing longer than 24 hours.

If a student resides off campus and is missing for more than 24 hours, the University Police will notify the appropriate law enforcement agency within 24 hours after the student is determined to be missing.

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## RESPONSIBILITIES

Student policies and their effectiveness are reviewed annually as the Student Handbook is updated.

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## ADDITIONAL CONTACTS

**DEAN OF STUDENT AFFAIRS**  
**REGISTRAR**  
**DIRECTOR OF UNIVERSITY HOUSING**