

## MISSING STUDENT

A missing student generally falls into two categories on a college campus. The first and less critical is missing classes or student absence. These are generally first noticed and reported by faculty members or on occasion other students. In most cases, unaccounted-for students are simply “on their own time” and nothing more comes of it as the student chose to be absent.

The second case is more serious when it is determined the student is truly missing.

### WHAT TO DO IF A STUDENT HAS BEEN REPORTED AS MISSING:

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- Contact the office of the **Dean of Student Affairs** (315-464-4816) in Syracuse or the **Director of Student Affairs** in Binghamton (607-772-3532).
- The Dean or Director’s office will:
  - Attempt to contact the student using contact information previously provided by the student.
  - Check with faculty members to see if the student is attending their classes.
  - Contact other students that likely would know the student.
  - Affirm the credibility of the source of missing student report
- If the Dean or Director’s office cannot locate the student or suspects foul play or injury they will contact **University Police**.
- University Police will launch an investigation and contact appropriate parties for information (e.g. roommates, family members, classmates, deans, faculty, employers, etc.).
- If University Police has substantial reason to believe a student is missing, they will inform appropriate law enforcement agencies and the Dean of Student Affairs.
- The Dean of Student Affairs will inform individuals and offices as appropriate.
- The Dean of Student Affairs will contact other students impacted by the situation to offer support and will call in counseling resources as needed.
- When the student is located, the office of the Dean of Student Affairs will be notified so those previously contacted can be updated.

