

## Missing Student Policy

In compliance with the Higher Education Opportunity Act and the Clery Act, it is the policy of St. Lawrence University to actively investigate any report of a missing resident who is enrolled at St. Lawrence University and residing in university-owned housing. Each resident will be notified of the Missing Student Notification Policy and Procedures through the Student Handbook.

For purposes of this policy, 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/or unusual circumstances may have caused the absence. Such circumstances could 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, where there are concerns for drug or alcohol use, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Each resident is required to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the resident is reported missing. In the event the student is under the age of 18 and is not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the University community has reason to believe that a student is missing, the Office of Security and Safety should immediately be notified. Security and Safety and/or Residence Life will make reasonable efforts to locate the student to determine his or her state of health and well-being. The student’s cell phone or campus phone will be the first contact. Additional efforts may include checking the resident’s room, access control card history and campus wide account usage, class schedule, on campus vehicle, friends, coaches, and parents.

If all the above attempts to locate or establish contact with the missing student are unsuccessful, the University will contact the Village of Canton Police Department immediately and report the student as a missing person. The Vice President for Community and Employee Relations is contacted and notified of the missing student report.

Student residents planning to be absent from the campus for an extended period of time should be sure to notify friends and family with information about their whereabouts. Student residents are also cautioned to regularly check their on-campus mailbox as uncollected mail, in conjunction with other information, may cause concern that a student is missing.