New York University

Missing Student Policy

Title: Missing Student Policy

Effective Date: September 11, 2013

Issuing Authorities: Executive Vice President for Operations by Vice President for Global Security & Crisis Management; Vice Chancellor for Global Programs and University Life

Responsible Officers: Vice President for Global Security & Crisis Management; Vice President for Student Affairs

Purpose of this Policy

New York University (“NYU” or “the University”) is committed to creating and preserving a safe and secure environment for its students. In order to support this commitment, this Policy sets forth rules and procedures to be followed in the event a student of the University is missing or believed to be missing.

Scope of this Policy

This Policy applies to all NYU students, whether or not they reside on an NYU campus or in NYU housing.

Policy Statement

It is the policy of NYU, through the collaboration of the Office of Student Affairs and the Office of Public Safety, to investigate any report of a missing student who is enrolled and attending classes at NYU. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

A student will be deemed missing when he or she is reported absent from the University at any of its campuses or global sites without any known reason. All reports of missing students must be directed to NYU’s Office of Public Safety at 212-998-2222, which will investigate each report and make a determination whether the student is missing in accordance with this policy.

Each student has the option to identify a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made by NYU Public Safety that the student is missing. This contact information may be added through “Albert”, the portal to NYU’s student information system.
Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, the University will notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by NYU Public Safety that the student is missing.

NYU Public Safety will contact local police and other law enforcement agencies no later than 24 hours after the University receives a report that any student is missing.

There are a variety of University student housing options and staffing patterns. Much of NYU student housing is configured for apartment-style living, and there is no formal procedure or prescribed timelines for monitoring whether students are present in their assigned student housing. Student welfare and safety is paramount to the University; however, the University recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

The Office of Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

**Procedures**

Any report of a missing student, from whatever source, must immediately be directed to NYU Public Safety.

- When a student is reported missing NYU Public Safety will
  - initiate an investigation to determine the validity of the missing person report;
  - inform the Office of Student Affairs;
  - make a determination as to the status of the missing student;
  - notify local police or other appropriate law enforcement agencies within 24 hours after the University receives a report that the student is missing.

- Upon determining the student is missing and upon notification by NYU Public Safety, the Office of Student Affairs will:
  - notify the person(s) identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing;
  - if the missing student is under the age of 18, and not an emancipated individual, notify the student’s custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing;
  - inform other University units, such as the school in which the student is enrolled, as needed; and
  - initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

- The Office of Student Affairs shall initiate whatever action is deemed appropriate under the circumstances to be in the best interest of the missing student.
**Student Contact Information:**

In addition to having the option to identify a “confidential contact person” as provided in this policy, all students will **complete a Contact Information Form upon enrollment at NYU.** It is the responsibility of the student to regularly update any changes to their contact information.

**Student Notification of This Policy:**

- Included on NYU Student Affairs and Public Safety web pages and on the NYU Policy database website.
- Included in student and parent enrollment communications.
- Discussed during beginning semester, mandatory housing meetings.
- Included in the annual Campus Security Report.