

New York University

Missing Student Policy

Title:	Missing Student Policy
Effective Date:	September 6, 2016
Supersedes:	Missing Student Policy, Eff. September 11, 2013
Issuing Authorities:	Executive Vice President for Finance and Information Technology; Vice Chancellor for Global Programs and University Life
Responsible Officers:	Vice President for Global Campus Safety; 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 that a student of the University is reported to be missing.

Scope of this Policy

This Policy applies to all NYU employees of all campuses and global academic centers regarding 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 any NYU campus or global academic center. 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 reported absent from the University at any of its campuses, global sites, or NYU sponsored travel programs without any known reason. All reports of missing students enrolled at the New York campus and at the global academic centers must be directed to NYU’s Office of Public Safety at 212-998-2222; in these instances, Public Safety in New York will take the lead in investigating each report and make a determination whether the student is missing in accordance with this policy. All reports of missing students at NYU Abu Dhabi (NYUAD) must be directed to the NYUAD Department of Public Safety at +971 2-628-7777; NYUAD Public Safety will lead the investigation of each report and make a determination as to whether the student is missing

in accordance with this policy. All reports of missing students at NYU Shanghai must be directed to the NYU Shanghai Department of Public Safety at 86-21-2059-5500; NYU Shanghai Public Safety will lead the investigation of each report and make a determination as to whether the student is missing in accordance with this policy.

All students have 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 one of the NYU campus Public Safety departments 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 an NYU Public Safety department 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 the appropriate NYU Public Safety department.

- When a student is reported missing, the appropriate NYU Public Safety department 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;
 - If the student reported missing is studying at a global academic center, NYU Public Safety in New York will coordinate with the site’s director to facilitate the investigation, including communication with hospitals, law enforcement, and other relevant agencies.

- Upon determining the student is missing and upon notification by the relevant 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 any NYU campus. It is the students' responsibility to regularly update any changes to their contact information.

Student Notification of This Policy:

- Included on NYU Student Affairs and Public Safety webpages and on the Policy database website for the relevant campus.
- Included in student and parent enrollment communications.
- Discussed during mandatory housing meetings at the beginning of each semester.
- Included in the Annual Campus Security and Fire Safety Report for each campus and global academic center.

New York University reserves the right to change, alter or modify this policy at any time at its discretion and without notice. This policy does not create a contractual agreement of any kind.