

# POLICY AND PROCEDURE MANUAL

This policy statement supersedes all previous policy statements on this subject



**WILLIAM CAREY**  
UNIVERSITY

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**SUBJECT: MISSING STUDENT POLICY**

## **POLICY STATEMENT**

It is the policy of William Carey University to comply with all federal regulations, and to take steps to protect the safety of residential students. To accomplish this responsibility, the following procedures are established:

## **PROCEDURES**

The term "missing student" is defined as any WCU student residing in on-campus student housing who is reported missing. If someone has reason to believe that a WCU student who resides in on-campus housing is missing, he or she should contact the office of residence life immediately. Reports of missing students should be made to the director of residence life and housing (601-318-6102) and/or WCU campus security (601-318-6300). The office of residence life will notify the vice president for student affairs, campus security, and/or other appropriate law enforcement agencies upon receipt of a missing student report.

Whenever a WCU student is believed to be missing, the university will generate a missing student report and initiate an investigation. If the university determines that the circumstances of the missing student require a police investigation, the university will notify the local police and/or the sheriff's department. If the police determine that the student should be classified as a missing person, they will initiate their own investigation. The university will support their investigation by providing whatever support is appropriate. Each year students who reside on-campus may designate contact information for the person to be notified in the event the student is determined to be missing. Student contact information will be kept confidential and only accessible to authorized university officials and law enforcement in the furtherance of a missing person investigation. Information may be amended or supplemented by contacting the office of residence life. Within 24 hours of a student being deemed missing, the university will notify the contact person designated by the student. If the student is under 18 years of age and is not emancipated, the university will notify the student's custodial parent or guardian and other designated contact person within 24 hours after the student is deemed missing.

WCU Publications

*The Translation*