

Columbia Theological Seminary

Missing Persons Policy

The purpose of this policy is to establish procedures for Columbia Theological Seminary, to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the seminary for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior.

Designation of Emergency Contact Information:

1. **Students age 18 and above and emancipated minors:** Students will be given an opportunity during the annual registration process to designate an individual to be contacted by the seminary no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or revoked by the student.
2. **Students under the age of 18:** If a student under the age of 18 is determined to be missing, the seminary is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Procedure:

1. Any report of a missing student should be directed to Agnes Scott Security (404-471-6900) immediately. An investigation will be initiated to determine the validity and credibility of the missing person.
2. If a report of a missing student is made to Student Services office, a staff member will immediately contact and work with Agnes Scott Security. Cooperative efforts may include:
 - Conducting a health and wellness check on the resident.
 - Attempt to make contact via cellular phone, email, or other means.
 - Determine activity of building access, meal plan usage, and class attendance.
 - Identify other students who may be aware of the missing student's whereabouts (i.e. roommate(s), friends, classmates, etc.).
3. Agnes Scott Security, with assistance of Student Services office, will investigate and gather information about the missing student from the reporting person and other individuals who may provide information that will assist with the investigation.
4. No later than 24 hours after determining that a resident is missing, the Dean of Students or designee will notify the individual identified by the missing students as the emergency contact (for students 18 and above and emancipated minors) or the parent/guardian (for students under the age of 18 and not emancipated) that the student resident is believed to be missing.
5. If search efforts are unsuccessful in locating the student in a reasonable amount of time, Agnes Scott Security will conduct a full investigation collaborating with local law enforcement agencies and utilizing all resources available.

This policy and form are available at www.ctsnet.edu.

Columbia Theological Seminary
Missing Persons Emergency Contact(s)

Student Name _____

I have carefully read the Missing Persons Policy and ask Columbia Theological Seminary (“CTS”) to use the contacts listed below in the event of such a situation. I am over 18 years of age. I understand that if this information changes during any part of my residency, I am responsible for contacting Student Services at CTS with the updated information.

Emergency contact #1

Name _____ Relationship _____

Phone Number _____

Emergency contact #2

Name _____ Relationship _____

Phone Number _____

Student signature _____ Date _____