



**Title:** Missing Student Notification Policy  
**Effective Date:** July 31, 2023  
**Issuing Authority:** Provost  
**Policy Contact:** Mercer Police  
[mercerpolicy@mercer.edu](mailto:mercerpolicy@mercer.edu), 478-301-4357

## **Purpose**

Mercer 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**

This policy applies to all members of the Mercer University community including students, faculty, staff, parents, and alumni.

## **Exclusions**

None

## **Policy Statement**

It is the policy of Mercer University, through the collaboration with the Office of Student Affairs and Mercer Police, to investigate any report of a missing student who is enrolled and attending classes at any Mercer University campus.

If a member of the University community (faculty, staff, student, parent, alumni) has reason to believe that a student is missing, that community member will refer the case immediately to the Mercer Police Department. For regional academic center students, the community member may contact Mercer Police directly or the Center Coordinator who, in turn, must report the missing student to Mercer Police and the Regional Academic Center Director of Operations.

Mercer Police will work collaboratively with others to contact and locate the student. All reasonable efforts will be made to locate the student and determine his or her state of health and well-being. The efforts include, but are not limited to:

- Phone call to student
- Email to student through Mercer email account (or other known email addresses)
- Messages through social networking websites if possible
- Contact with all professors to determine last day of attendance in each class
- Contact with Housing staff (Resident Advisor or Residence Life Coordinator) and

roommate(s) if student is residential (Housing and/or Mercer Police will make a welfare entry into the student's room)

If the student is located through these attempts, a determination will be made regarding his or her health and well-being. If necessary, a referral to the Counseling Center, Health Services and other appropriate offices may be made at that time. The Dean of Students (or Student Affairs designee) or Mercer Police will also encourage the student to contact the community member who initiated the search or follow up with that person directly.

If the student is not located through the above measures and has been verified to be missing for more than 24 hours, then the following actions will be taken within the next 24 hours by Mercer Police (or the Director of Operations for RAC):

1. Notification will be made (where and when applicable and appropriate) to the appropriate Dean of Students or Student Affairs designee for the particular college /campus in which the student is enrolled, the student's academic advisor, the counseling staff, and health center staff.
2. The Police and/or Dean of Students or Student Affairs Designee will make contact with the student's emergency contact and, for non-emancipated students under 18 years of age, a custodial parent or guardian.

Students should register and continually update emergency contact information on MyMercer. Students who reside in on-campus housing are also provided an opportunity to identify a confidential emergency contact individual during check-in. This person(s) will also be contacted within 24 hours after the student is determined to be missing unless the student is under 18 years of age and not emancipated, in which case a custodial parent or guardian will be notified as mandated by law.

Once notified, the parent/guardian/emergency contact person may need to work with Mercer Police to submit additional information with outside law enforcement agencies in order to expand the investigation.

### **Additional Resources**

MyMercer: <https://my.mercer.edu/>