

Missing Student Policy

Concordia Theological Seminary, Fort Wayne, Indiana

Reason for Policy

In accordance with regulations from the U.S. Department of Education, every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing.

CTSFW Authorities to Whom a Missing Student Report Should Be Made

Individuals should report a student who has been missing for 24 hours to any of the following institutional authorities (listed in order of priority): Dean of Students Office, Campus Safety Office, Resident Assistant (RA), or the Office of the Vice President for Finance.

Procedure for Determining If an On-Campus Student Is Missing

If a student is reported missing to any of the institutional authorities listed above, the institutional staff member shall obtain the reporting person's name, his/her relationship to the student and contact information where the reporting person can be reached. The staff member shall immediately contact CTSFW Campus Safety who shall determine whether or not the student is actually missing. Campus Safety shall seek to locate the missing student by any or all of the following methods: checking the student's dorm room, canvassing the campus area, contacting the student's phone number(s), emailing the student's account, contacting the student's family members and friends. If it is discovered that the student is missing, the local law enforcement agency shall be notified by Campus Safety within 24 hours of making this determination. If the missing student has a designated contact person on file (spouse, family member, parent, etc.), that person shall also be notified within 24 hours of determination that the student is missing by the Dean of Students Office.

Contact Person or Persons

A student shall have the option to identify an emergency contact person(s) who will be notified within 24 hours after the determination has been made that a student is missing. The Dean of Students Office shall be responsible for keeping the list of emergency contact persons. Students are able to input and update their Emergency Contact Information at:

www.ctsfw.edu/EmergencyContactInformation.

Confidentiality Statement

Students are advised that their contact information will be treated in a confidential manner and will be accessible to only institutional authorities and to law enforcement personnel involved in the missing student investigation.