



Missing Student

Policy EM009

Volume: 5, Enrollment Management and Student Success

Responsible Administrator: Vice President for Enrollment Management and Student Success

Responsible Office: Enrollment Management and Student Success

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Policy Statement

This policy contains the official notification procedures of the Fashion Institute of Technology (“FIT” or “the college”) for missing students who reside in campus housing. Students residing on campus may register a confidential contact to be notified in case the student is determined to be missing from their residence.

Reason for the Policy

The purpose of this policy is to establish procedures for the college’s response to reports of missing students as required by the [Higher Education Opportunity Act of 2008](#). It also provides students the opportunity to identify a confidential contact person to be notified in the event they are determined to be missing from their residence.

Who is Responsible for this Policy

- Department of Residential Life
- Department of Public Safety
- Dean of Students & Associate Vice President for Student Success, or their designee

Who is Affected by this Policy

- All members of the FIT community
- All FIT students residing in campus housing

Definitions

- **Campus Housing:** Any residence facility owner or operated by FIT.
- **Confidential Contact:** A person, identified by the student, whom the college shall notify if the student is determined to be missing by Public Safety. This may be the same, or different, than a student’s emergency contact.
- **Missing Student:** An FIT student who resides in campus housing is considered “missing” when they have not been seen by friends or associates for a reasonable amount of time, when there is no reasonable explanation for their absence, and when circumstances indicate the student’s

unaccountable or involuntary disappearance. A reasonable amount of time is generally 24 hours.

Principles

FIT's Department of Public Safety will investigate all reports of Missing Students and will notify and cooperate with other law enforcement agencies, as needed, to further the investigation.

All students residing in campus housing have the option to identify a Confidential Contact to be notified in the event the student is determined to be missing. (This can be a different person than who is identified as the student's Emergency Contact.) Confidential Contact information is subject to FIT's FERPA policy and may not be disclosed; access to this information is only available to authorized campus officials and law enforcement officers in the furtherance of an investigation. If a student is determined to be missing, and they have not identified a Confidential Contact, the students' Emergency Contact will be notified.

Responsibilities

- **Department of Public Safety:**
Public Safety will work with appropriate local law enforcement agencies according to procedures that outline the investigation of missing residential students and specifically the plan for college coordination with police regarding such investigations. They will also coordinate notifications as outlined in the procedures of this policy.
- **Dean of Students, or their designee:**
The Dean of Students will contact the Department of Public Safety in the event a student is reported, or suspected to be, missing. They will cooperate and collaborate in the investigatory process as deemed appropriate or necessary by the Department of Public Safety.
- **Department of Residential Life:**
The Department of Residential Life will contact the Department of Public Safety, and the Dean of Students, in the event a student living in Campus Housing is reported, or suspected to be, missing. They will cooperate and collaborate in the investigatory process as deemed appropriate or necessary by the Department of Public Safety.

Procedures

- **Adding or Updating Confidential Contact Information**
All residential students are given the opportunity to identify a confidential contact on their housing application. Students may, at any time, add or update a confidential contact by contacting the Office of Residential Life at (212) 217-3900 or residentiallife@fitnyc.edu.
- **Reporting a Missing Student Who Resides in Campus Housing:**
If a member of the FIT community or any other person has reason to believe, or has received a report, that a student who resides in on-campus housing is missing, they should immediately notify the Department of Public Safety at (212) 217-7777. Public Safety will generate a missing-person report and initiate an investigation into the Missing Student.

- **Reporting Other Missing Students:**
If a member of the FIT community has reason to believe that any other member of the FIT community, including students who do not reside in on-campus housing, is missing, they should immediately notify the New York City Police Department (NYPD). Public Safety will, in appropriate circumstances, assist individuals in making a report to NYPD, but in all cases where the individual is not a residential student, NYPD will investigate the report.
- **Response and Investigation**
 - Protocol and procedures to be followed when a residential student is determined to be missing are listed in the college’s Emergency Management Plan (See Related Documents).
 - The Residential Life On-Call/Emergency Response Manual includes guidelines for Residential Life staff to implement this policy.
- **Notifications of Missing Students**
Should Public Safety determine that the student has been missing for more than 24 hours upon investigation, then:
 - EMSS will notify the student’s Confidential Contact, if the student has identified such an individual, no later than 24 hours after the student is determined to be missing.
 - If the Missing Student is under the age of 18 and is not an emancipated individual, EMSS will notify the student’s custodial parent or legal guardian no later than 24 hours after the student is determined to be missing, in addition to notifying the student’s confidential contact.
 - The college will notify law enforcement no later than 24 hours after a Missing Student is determined to be missing.

Violations

N/A

Related Policies

- [Campus Safety and Security Policy](#)

Related Documents

- [Annual Security and Fire Safety Report](#)
- [Emergency Management Plan](#)

Contacts

- **Dean of Students & Associate Vice President for Student Success**
Office of Enrollment Management and Student Success
(212) 217-3800
- **Vice President for Enrollment Management and Student Success**
Office of Enrollment Management and Student Success
(212) 217-3800

- **Director of Public Safety**
Department of Public Safety
(212) 217-4999