The purpose of this policy is to establish the process for responding to reports of “missing” students as required by the Higher Education Opportunity Act of 2008. A report of missing includes a reasonable/reliable report or suspicion that the student is missing or may be endangered.

If anyone believes a student is missing, it is essential for the safety and wellbeing of the college community that the proper authorities are notified immediately. For the KCAD campus, “Reporting Officials” include the Dean of Student Success and/or the Dean of the College. Reporting Officials are designated to receive missing student reports and are required to relate all such reports to both the University’s Department of Public Safety as well as the Grand Rapids Police Department.

In all cases, students are advised that their contact information will be registered confidentially, and that their information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If a student is under the age of 18 or is not emancipated, KCAD will notify the custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, KCAD will inform the Grand Rapids Police Department within 24 hours of the determination that the student is missing, and will request a wellness check. The same protocol would be followed with respect to notification reporting and communication.