

Policy and Procedure on Missing Students

Central European University strives to ensure the safety and security of the University community, and in accordance with that goal, has established the following policy. The policy complies with the US Higher Education Act of 2008, 20 U.S.C. § 1092(j), which applies to all institutions that are recipients of Title IV federal aid programs. This policy outlines the procedure the University will follow in collecting confidential contact information and steps to be taken in the event that a student is reported missing.

Introduction

If a member of the CEU community believes that a student is missing, he or she should immediately notify the Office of the Dean of Students. Notification can be made by telephone to +36-1-327-2088 or by e-mail to dos@ceu.hu. During non-business hours, notification can be made by phone to the Student Services Emergency Number, +36-1-327-3000 extension 2500. The Student Services Office will generate a missing student report and initiate an investigation together with campus security, and will report this to police within 24 hours.

Registering a Confidential Contact Person

- Each student enrolled at CEU has the option to register a confidential contact person to be notified if the student is reported to be missing, with the option to indicate up to four such contact persons.
- Students will be informed of this opportunity during each registration period, but can register contact information at any time using the University Information System (UIS).
- Each student who provides a confidential contact is solely responsible for the accuracy of the information and for updating it as necessary.
- Only authorized campus officials and law enforcement officers seeking a missing person will have access to this information, which may not be used for any other purpose.

Procedure:

1. If a member of the CEU community believes that a person is missing, he or she should immediately report it to the Office of the Dean of Students at +36-1-327-2088; after business hours it can be reported at +36-1-327-3000 extension 2500.

2. If the student has identified a missing student contact person, CEU will contact them no later than 24 hours after the student is reported missing. Students can add or update this information at any time at <https://studentinfo.ceu.hu/acad/login.do>.
3. If a student is reported missing, CEU will notify the appropriate law enforcement agency no later than 24 hours after a student is reported missing.
4. Central European University may issue a notice to the community including photograph(s) of the student to assist in locating a missing person.
5. Students will be reminded each year during orientation and registration that they may provide a specific missing student notification contact on a voluntary basis. The information provided will be kept confidentially and only accessed by authorized University officials including the Dean of Students and the Director of Student Records and Registration.

Members of the campus community who are reporting a missing person should be prepared to provide the following information:

- Name of person making the report
- Mobile phone and e-mail of person making report
- Name of missing student
- Any and all contact information for the missing student
- Time and date last seen
- Location last seen
- Last known destination
- Names of acquaintances
- Any additional information that may be helpful in locating the missing person

This policy is designed to be in compliance with section 488 of the U.S. Higher Education Opportunity Act of 2008, which applies to all institutions eligible for US Federal student loan funds.

Signed by *CEU President and Rector John Shattuck*.

The original document is filed at the Office of the Academic Secretary.

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