

Missing Persons Policy

Federal Requirements

The Federal Higher Education Opportunity Act (HEOA) requires that institutions providing on campus housing establish a missing student notification policy for students living in on-campus housing. In accordance with the legislation, students must be informed that they have the option of identifying an individual that the institution may contact no later than 24 hours after the time a student is determined missing and a procedure for them to register this confidential emergency contact. In the event that the missing student is under 18 and not emancipated, the institution must notify a custodial parent or guardian no later than 24 hours after the student is determined missing. The legislation also requires that SVA includes procedures for official notification of appropriate individuals at the institution that such student has been missing for more than 24 hours and requires that any official missing person report relating to such student be referred immediately to the institution's police or campus security department.

SVA Policy

When SVA students complete a housing application and contract using the online housing application portal, they will be asked to provide emergency contact information for a relative or friend that SVA can contact in the event the student is determined to be missing. Upon receiving a report of a suspected missing student, the residence life and security staff initiate an investigation to determine when the student was last seen, and gather relevant information from friends, roommates, classmates, instructors, and other individuals. If campus security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the institution will initiate the emergency contact procedures that the student designates. If the missing student is under 18 and not emancipated, the institution must notify a custodial parent or guardian no later than 24 hours after the student is determined missing. In the case of SVA, the emergency contact will be notified by the Director of Student Affairs or her designee.