

**Oberlin College & Conservatory**

**Title:** Missing Student Policy (2024-2025)

**Responsible Position for Policy:** Director of Campus Safety

**Office/Department Responsible for Policy:** Office of Campus Safety

**Last Revision Date:** 8/15/2023

The following information and requirements regarding missing students is provided in according to the federal Higher Education Opportunity Act of 2008, section 485(j).

1. Each Oberlin College student, 18 years of age or older, has the option to identify an individual to be contacted by the Office of the Dean of Students not later than 24 hours after the time circumstances indicate that the student may be determined missing. For each student who is under age 18 and not emancipated, the institution is required to notify the custodial parent not later than 24 hours after the time that the student, may be determined missing.
2. A confidential contact is a person designated by the student in addition to the emergency contact listed with the Office of the Registrar. The contact information will be registered confidentially, and this information will be accessible only to authorized campus officials. It may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
3. Each student, 18 years of age or older, may register a person as a confidential contact during the first two weeks of each semester by completing and filing a form in the Office of the Dean of Students, Wilder Hall 105, weekdays between 8:30 a.m. and 5:00 p.m. The student wishing to register a confidential contact is solely responsible for the accuracy of the information, and any update of information regarding the confidential contact. Update of information provided may be filed with the Office of the Dean of Students during business hours at any time during the semester.
4. At the end of the fourth week of each semester, a new list is finalized and distributed to appropriate officials at the college for the purpose of reporting a missing person.
5. In cases where a confidential contact is not designated, or the confidential contact cannot be reached at the number provided by a student, the emergency contact provided to the Office of the Registrar will be used. The emergency contact may be notified in addition to any confidential contact provided.
6. There is no waiting period to report someone missing. Oberlin College students, faculty, and staff should report a missing student directly to the Oberlin College Campus Safety Office as soon as it is determined they are missing. Campus Safety will initiate action concerning the well-being of a campus community member. The Campus Safety Office, which is open 24 hours, is located at Dascomb Hall, 140 West College Street, Suite C, or can be reached by phone at (440) 775-8444 or (440) 775-8911 for emergencies.